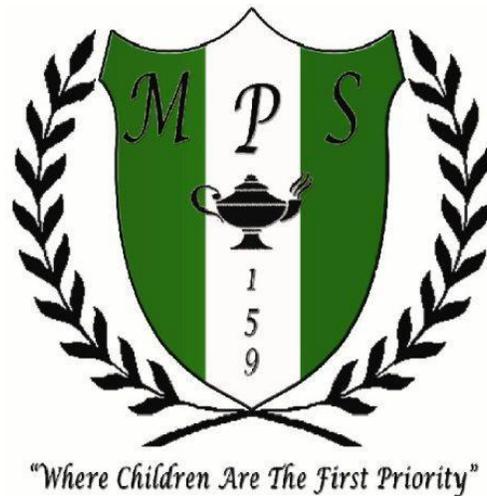


# MOKENA SCHOOL DISTRICT 159



## PARENT/STUDENT HANDBOOK

2017-2018  
[www.mokena159.org](http://www.mokena159.org)

TABLE OF CONTENTS

|  |    |
|--|----|
| PREFACE  | 6  |
| Acceptable use Policy                                      | 6  |
| Animals in the Educational Program                         | 7  |
| Asbestos   | 8  |
| Assemblies and School-Related Activities                   | 8  |
| Attendance Policies  | 8  |
| I. Absences  | 8  |
| II. Procedures for Reporting Student Absence and Tardiness | 8  |
| III. Types of Absences                                     | 8  |
| IV. Return to School                                       | 10 |
| V. Make Up Work  | 10 |
| VI. Truancy  | 10 |
| VII. Withdrawal from School                                | 11 |
| VIII. Permission to Leave School Grounds                   | 11 |
| IX. Physical Education/Recess: Excuse from Participation   | 11 |
| X. Homebound Instruction                                   | 11 |
| Automatic External Defibrillator (AED)                     | 11 |
| Bicycles, Skateboards and In-line Skates                   | 12 |
| Birthday Treats  | 12 |
| Care of School Property                                    | 12 |
| Communication  | 12 |
| Discipline   | 13 |
| I. Detentions  | 13 |
| A. Teacher-Administered (Grades K-5)                       | 13 |
| B. Administrative Detentions (Grades K-5)                  | 14 |
| C. Grades 6-8 Behavior Consequences                        | 14 |
| II. Disciplinary Procedures Beyond Detentions              | 16 |
| A. Corporal Punishment                                     | 15 |
| B. No-privilege List                                       | 15 |
| C. In-school Disciplinary Supervision                      | 15 |
| D. Suspensions   | 15 |
| 1. Pre-suspension Procedure – Due Process                  | 16 |
| 2. Authority for Suspension                                | 16 |
| 3. Notification  | 16 |
| 4. Procedures for Review of Suspension                     | 17 |
| 5. Suspendable Offenses                                    | 17 |
| E. Expulsion   | 18 |

|   |    |
|---|----|
| Procedure for Expulsion                         | 18 |
| III. Specific Disciplinary Issues               | 19 |
| A. Academic Dishonesty                          | 19 |
| B. Bullying                                     | 19 |
| C. Cyber-Bullying                               | 20 |
| D. Fighting                                     | 20 |
| E. Fireworks                                    | 21 |
| F. Gambling                                     | 21 |
| G. Gangs and Gang Activities                    | 21 |
| H. Gum Chewing                                  | 22 |
| I. Harassment                                   | 22 |
| J. Insubordination                              | 22 |
| K. Obscenity                                    | 22 |
| L. Off-Campus Conduct                           | 22 |
| M. Smoking                                      | 22 |
| N. Stealing                                     | 22 |
| O. Vandalism                                    | 23 |
| P. Weapons/Incendiaries                         | 23 |
| <br>  |    |
| Dress Code                                      | 23 |
| <br>  |    |
| Drug/Alcohol Use                                | 24 |
| <br>  |    |
| Electronic Communications                       | 24 |
| <br>  |    |
| Emergencies – Hazardous Weather/Road Conditions | 25 |
| <br>  |    |
| Emergency Drills                                | 25 |
| <br>  |    |
| Emergency Procedure – Notification of Parents   | 27 |
| <br>  |    |
| EPI NOW Kits                                    | 27 |
| <br>  |    |
| Extracurricular Activities                      | 27 |
| <br>  |    |
| Fitness Center Information (MJHS)               | 29 |
| <br>  |    |
| Food Service – Free or Reduced Price Lunch      | 29 |
| <br>  |    |
| Food Service – Lunch Cards                      | 29 |
| <br>  |    |
| Hall Passes                                     | 29 |
| <br>  |    |
| Homeless Children                               | 29 |
| <br>  |    |
| Homework  | 30 |
| <br>  |    |
| Honor Rolls                                     | 30 |

|  |    |
|--|----|
| Illnesses  | 30 |
| Insurance  | 31 |
| Lockers  | 31 |
| Lost and Found                                     | 31 |
| Medication Policy and Procedure                    | 32 |
| Multi-Tiered System of Supports                    | 33 |
| Parking Lots                                       | 33 |
| Pest Control                                       | 33 |
| Promotion/Retention                                | 33 |
| Publication of Student Photos                      | 34 |
| Refund Policy                                      | 35 |
| Registration                                       | 35 |
| School Health Information                          | 36 |
| Sexual Harassment                                  | 38 |
| Snacks   | 38 |
| Social Activities                                  | 39 |
| Student Equity and Equal Educational Opportunities | 39 |
| Student Placement                                  | 39 |
| Student Records                                    | 39 |
| Student Services                                   | 40 |
| Students Withdrawing From School                   | 41 |
| Technology   | 41 |
| Textbooks and Educational Materials                | 41 |
| Transportation Policies                            | 41 |

|                                  |    |
|----------------------------------|----|
| I. Bus Stop                      | 42 |
| II. Bus Conduct                  | 42 |
| III. Bus Discipline Procedure    | 43 |
| IV. School-Sponsored Field Trips | 43 |
| V. Miscellaneous                 | 43 |
| VI. Bus Evacuation               | 43 |

|          |    |
|----------|----|
| Visitors | 43 |
|----------|----|

**I. Appendixes**

|                            |          |
|----------------------------|----------|
| Pest and Herbicide Control | Appendix |
|----------------------------|----------|

## **PREFACE**

All of the procedures that follow have been prepared to help ensure the safety and well-being of Mokena Public School students. Questions pertaining to any of the items covered in this handbook should be addressed to the building principal. The Board of Education recognizes the need for administrators to implement additional rules and procedures as needed. The administration reserves the right to change and modify rules and procedures based upon individual curriculum as deemed appropriate.

## **ACCEPTABLE USE POLICY**

Mokena School District 159 makes available to all students computer, network, and Internet access. The use of the District's network and equipment to access the Internet is a privilege, not a right. Inappropriate use of the network, its equipment or the Internet will result in cancellation of that privilege. At the beginning of each school year every student and parent/guardian must sign the acceptable use policy.

### *Acceptable Uses*

Through the use of the District's network and equipment, students can access the Internet to locate hundreds of resources, databases, libraries, images and computer services from all over the world. The District believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner for appropriate educational uses only. All student use of the District's network, equipment, and the Internet must promote educational excellence by facilitating resource sharing, innovation, and communication; or support education and/or research, and be in furtherance of the educational mission of the District.

### *Unacceptable Uses*

Any use which disrupts the orderly operation, threatens the integrity or the efficient operation of the District's network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; or constitutes gross disobedience or misconduct is an unacceptable use. **The failure of any student to follow the terms of the Acceptable Use Policy will result in the loss of privilege to access the District's network, equipment, and the Internet. Additionally, students will be subject to disciplinary action up to and including expulsion, and/or appropriate legal action.**

Unacceptable uses of the District's network specifically include, but are not limited to:

- Using the Internet to disclose personal information such as full name, home address, age, telephone number, or any personally identifiable data (photographs), of oneself or any other person;
- Using the Internet to harass, insult, threaten or attack others (cyber-bullying);
- Using the Internet to access, submit, send, publish, or display any e-mail, instant messages, documents, or other communications that are abusive, obscene, profane, sexually oriented, lewd, vulgar, threatening, racially offensive, harassing, defamatory, or inaccurate;
- Using the Internet to subscribe to or purchase services or products through the Internet;
- Using the Internet to access gambling sites;
- Engaging in any Internet activity that violates Board or administrative policy or directive, local, state, or federal law;
- Downloading unauthorized software;
- Loading unauthorized software;
- Engaging in plagiarism or copyright infringement;
- Entering chat rooms and using direct electronic communications (Instant Message services)
- Using technology for financial or commercial gain, or for promoting political views.
- Visiting any social network site
- Elevating or attempting to elevate privileges beyond what was designated

### *Installation of Software*

No user may install software on District owned hardware or the District system. All users are required to report the existence of any unauthorized software on individual computers or the network.

### *Privacy Statement*

There is absolutely no expectation of privacy when using the District's network, equipment, e-mail system, or the Internet. All communications and documents stored on, or sent to or from the District's network may be monitored by the District.

### *Vandalism*

Vandalism is defined as any deliberate or intentional attempt to harm or destroy District technology, the District's network, or its equipment or data and is strictly prohibited. Students who vandalize will lose access to the District's network, equipment, and the Internet. Additionally, students will be subject to disciplinary action up to and including suspension, and/or appropriate legal action.

Some examples of vandalism include, but are not limited to:

- Changing the computer system settings, altering the screensaver or desktop image, or uninstalling programs;
- Modifying, destroying, or corrupting the data of another user or the District network;
- Modifying, destroying, or corrupting District equipment or software;
- Creating and uploading of computer viruses;
- Using another's access privileges, password or accounts or attempting to gain unauthorized access to network resources.

In the event that district-owned equipment becomes damaged or disabled due to normal usage, the student must immediately notify the teacher.

### *No Warranties*

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by an individual such as the loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at one's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### *Indemnification*

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this authorization. The District will cooperate with local, state and federal authorities in any investigation concerning or relating to any illegal activities conducted through District 159's technology.

### *Internet Safety*

The District's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by the students themselves. Mokena School District 159 strongly recommends parents and guardians discuss the Internet Safety suggestions with their students.

### **ANIMALS IN THE EDUCATIONAL PROGRAM (School Board Policy 6:100)**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent or designee assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with The School Code.

### **ASBESTOS**

Asbestos is present in the school buildings of District 159; however, all asbestos is encapsulated and is not harmful in any way to students, staff or parents.

### **ASSEMBLIES AND SCHOOL-RELATED ACTIVITIES**

Students should go to and return from assemblies in an orderly manner. The privilege of attending assemblies or school-related activities may be denied to individuals who do not conduct themselves properly.

### **ATTENDANCE POLICIES (School Board Policy 7:70)**

The School Code of Illinois contains the following statement: "Whoever has custody or control of any child between the ages of 7 and 17 years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term."

#### I. Absences

This statement places the responsibility for daily school attendance with the parent(s) or guardian(s) of the student. The Mokena faculty recognizes the importance of daily attendance. Students who are frequently absent from school may encounter difficulty keeping pace with their classmates. If frequent absences occur, parents and students can expect negative results in grades and classroom performance.

#### II. Procedures for Reporting Student Absence

All absences require contact with the school. Please call your child's school the evening before school if possible or before the start of the school day he or she will be absent. If you have more than one child to report absence, please contact the school each child attends.

Please use the following numbers 24 hours a day to leave a message on our Attendance Lines.

For your convenience, a telephone answering service has been installed to receive your call at any time of the day.

#### **Mokena Elementary**

(Grades pre-K-3)

**708-342-4850**

#### **Mokena Intermediate School**

(Grades 4 & 5)

**708-342-4860**

#### **Mokena Junior High**

(Grades 6, 7 & 8)

**708-342-4870**

Please leave a message that includes your name, the name of your child, and the reason and length of absence or tardiness. Please indicate the specific reason for the absence. Refer to the list below.

To be marked present for one-half day, a student must be in school for one hundred fifty (150) minutes.

#### III. Types of Absences

##### **Excused Absences**

For an absence to be considered excused, it must fall under one of the following categories:

- Illness – fever, vomiting, diarrhea, communicable/contagious disease, injury –nondescript symptoms such as the common cold, a headache, or stomach ache should not keep a student from coming to school unless the parent feels it is severe enough to keep the child home to maintain safety of the child and other students.
- **Communicable/Contagious Disease**-Any child that has been diagnosed with a communicable/contagious disease is required to stay home until he/she has been released by their doctor.
- **Fever**-Any child with a temperature of 100 or higher should stay home until they have been fever-free. We recommend that the child be fever-free, *without medication*, for 24 hours.
- **Vomiting/Diarrhea**-Children need to be without diarrhea and/or vomiting for 24 hours before returning to school.

The School District follows the recommended practices and procedures of the Illinois Department of Public Health, which are set forth by the Illinois School Board of Education and the Illinois Nurse Practice Act.

**If a child has been out of school longer than three (3) days, a physician’s note may be required before returning to school.** When a student comes to school and, as a result of a medical condition, must use a wheelchair, walker, cane and/or crutches, the student will need a note from the attending physician stating that the student is able to return to school with the aid of such devices. This note should be provided the day the student returns to school with such device. Also, children who have injuries, such as sprains, casts or crutches, need to have a physician’s note stating any restrictions of activity AND will need a release allowing the student to participate again once the injury is healed, and/or the cast and/or crutches are no longer needed. *Students will not be allowed to participate again until the release from the physician is received by the school office.*

- Physicians request due to severe illness, injury, or psychological reasons\*
- Family Emergency – Death or severe illness of a close family member, court date, special family event (pre-arranged with the administration)
- Religious observation that requires missing school (must include documentation)

**\*We strongly encourage families to schedule all appointments during non-school hours.**

### **Unexcused Absences**

An absence may be considered unexcused under one of the following criteria (this list is not exhaustive):

- Failure to contact the school in the event of an absence
- Any absence that does not meet the criteria listed above in **Excused Absences**
- Oversleeping, missing the bus, failure of a privately owned vehicle
- Out-of-School Suspensions
- Vacation

A parent note, message or phone call **WILL NOT** excuse a student under these circumstances.

Final decisions regarding whether an absence is considered excused or unexcused are made by the principal or his/her designee.

### **Vacations**

It is strongly encouraged that families do not plan vacations during the school term. Class work will not be provided prior to a vacation; upon return, assignments must be requested from each teacher. All assignments must be completed according to our “make-up work” policy (one day for each day your student was absent).

Students will receive a zero for each assignment not completed. Vacations will be recorded as unexcused absences.

### **Tardiness**

A student is considered tardy to school if he or she arrived after school has begun but before the first twenty-five minutes of school have passed. Arrival after the first twenty-five (25) minutes will result in the student being marked half-day absent. Students who leave school more than thirty (30) minutes before dismissal time will also be considered half-day absent.

At Mokena Elementary School, the tardy bell rings at 8:55 am announcing the start of our instructional day. Any student who arrives after the 8:55 bell will need to be walked into the school building and signed into the school office.

Students may earn academic and/or disciplinary consequences for excessive tardiness. Students in grades kindergarten through fifth will be issued a letter upon their fourth tardy during a quarter. Every subsequent tardy may result in further intervention. Students in grades 6<sup>th</sup> through 8<sup>th</sup> will earn a consequence upon receiving their fourth tardy during a quarter. Each additional instance of tardiness after the fourth will result in further consequences.

### **IV. Returning to School**

If there was no contact between the school and family, the student should bring a note to the office, signed by a parent or guardian, indicating the reason for the absence.

Students who are absent for three or more days may be asked to produce a note from a physician indicating the reason and the dates for the student to be out of school.

### **V. Make-Up Work**

It is the student's responsibility to see his or her teacher to pick up any missed work on the day he or she returns to school. All assignments due on the first day of the absence are to be turned in on the day the student returns to class. He or she should be prepared to take any tests, quizzes or participate in projects that were due on the first day of the absence.

Students will have one day for every day the student was absent to complete make-up work. Any work not completed within that time period, may result in zeroes for the assignment.

It is recommended for short absences of three days or less, parents and students consult Skyward or contact classmates for homework. For absences longer than three days, parents or guardians may request assignments by calling the school office. It may take up to 24 hours to complete this request.

### **VI. Truancy**

In case of chronic truancy (five percent or more of the last 180 student attendance days; nine unexcused absences), the truancy officer will be notified. The officer shall investigate all cases of truancy or non-attendance at school, and, unless the student is exempt from attending under the compulsory attendance law, the truant officer may proceed with filing a Class C misdemeanor for noncompliance against the parent(s) or

guardian(s) of the student.

### **Attendance Letters**

Parents will be notified in writing when their child has been absent for nine days regardless of whether the absences are classified excused or unexcused. This is an effort to raise awareness of the number of absences for the year. Additional notifications may follow additional absences.

The school may require additional documentation for students who have excessive absences including scripts from a licensed physician indicating the reason and duration of absences for each absence.

### **VII. Withdrawals**

If possible, parent(s) or guardian(s) should notify the school at least two weeks prior to a student's withdrawal from the school district.

### **VIII. Permission to Leave School Grounds**

All students are to remain on school grounds unless the principal's office is notified and a permission slip is granted. Written statements from a parent or guardian requesting a student to leave school for medical or dental appointments, personal reasons, transportation changes for the day, or other reasons, must be presented at the principal's office for a permission slip or approval.

Leaving school without permission or approval is classified as truancy. Parents, guardians or persons designated by a parent or guardian must sign out the student at the school office prior to the students leaving the school grounds. Students will not be released from class until a parent or guardian arrives.

Students who leave school and return may be charged with a half day absence based on the number of contact minutes the student is away from campus. If the student misses more than 30 contact minutes he/she will be considered to be absent for a half day.

### **IX. Physical Education/Recess: Excuse from Participation**

Students may be excused from participation in physical education/recess for up to three (3) consecutive school days with a note from the parent. Non-participation beyond three (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/recess 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 extracurricular activities for the duration of the written excuse. A student who is present at school with a cast on his/her arm, foot or leg or with a prescribed brace, may not participate in physical education class and/or recess.

### **X. Homebound Instruction**

Parents should contact the Director of Student Services regarding homebound instructional services for a child who is expected to be absent from school for more than ten (10) days due to a medical condition. Homebound instruction is a service available to students beginning on the eleventh day of absence upon receipt of documentation from the child's physician.

### **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

The State of Illinois has passed a law requiring school districts to have an emergency plan in place. This law is

Public Act 93-1910 (the “Colleen O’Sullivan Law”) and is known as the Physical Fitness Facility Medical Emergency Preparedness Act. As a result of this law, the district’s emergency plan must address the procedures in place for the use of an AED (Automatic External Defibrillator). The plan must also comply with rules and regulations established by the Illinois Department of Public Health.

By law, Mokena School District 159 must have at least one AED on the facility premises and a trained AED user on staff. In compliance with this new legislation, each group who uses any of the District’s “Physical Fitness Facilities” will need to have a trained AED user on the premises for the duration of any scheduled fitness activity. Please see video from IHSA at:

[https://www.youtube.com/watch?v=Zh\\_uWrNaVQI&feature=youtu.be](https://www.youtube.com/watch?v=Zh_uWrNaVQI&feature=youtu.be).

"Physical Fitness Facility" means any indoor facilities that is owned or operated by a public elementary or secondary school supervised by one or more persons, other than maintenance or security personnel, employed by the school for the purpose of directly supervising the physical fitness activities taking place at any indoor facilities. Any other indoor establishment, whether public or private, that provides services or facilities focusing primarily on cardiovascular exertion.

Mokena School District 159 facilities qualify as “Physical Fitness Facilities.”

### **BICYCLES, SKATEBOARDS, AND SKATES**

Students are permitted to ride bicycles to and from school. However, in order to avoid injury to students on foot, children are asked to walk their bicycles while on school grounds. Upon arrival, students must lock their bicycles into the bicycle racks in keeping with the design of the rack. Failure to abide by the above-stated rules may cause a student to lose his/her bicycle privileges. The schools are not responsible for lost or stolen bicycles.

Skateboarding, skating, use of any types of shoes with wheels, and use of scooters (non-motorized or motorized) is not allowed on school property.

### **BIRTHDAY TREATS**

As a school district, we have to be proactive with regard to the health and well-being of our entire student population. In order to promote healthier eating habits overall, to comply with recent legislation and to protect those students with food allergies and sensitivities, and medical conditions that require our care and support, **we have implemented a “non-edible birthday treat” policy.** If you would like to send something to the class to celebrate on your child’s birthday, some suggestions include: pencils, stickers, special erasers, the donation of a favorite book to the classroom, or possibly a donation to a charity in your child’s or classroom’s name.

### **CARE OF SCHOOL PROPERTY**

Mokena students are expected to share in the task of maintaining the quality condition of the buildings and grounds. Students will be required to reimburse the school district for any damage to facilities or equipment resulting from careless use or willful destruction /defacement.

Students are asked to wear shoes that do not mark the school floors. When using the gym facilities, students are to wear only gym shoes that have been approved by the physical education instructors.

### **COMMUNICATION**

Mokena School district utilizes a mass notification system, Skylert, to communicate with all parents by telephone or email in minutes. In the event of weather emergencies such as closing or delayed starts due to inclement weather, or for important information and reminders, this system can automatically dial up to six

phone numbers to contact parents. It is the parent/guardian's) responsibility to notify the school office of any changes in phone numbers or email addresses.

## **DISCIPLINE (School Board Policy 7:190, 7:230)**

Proper school conduct is essential in providing a pleasant learning environment and maintaining order and control within the school system. The policies outlined below are designed to foster both the development of responsible and socially approved conduct and respect for other persons and property. Parents/guardians have access to student rules and regulations per the Mokena School District 159 website. A parent/guardian may submit a written request for a copy through their school office. Furthermore, every effort will be made to assure that student discipline procedures are uniformly applied throughout the district and that adequate safeguards are present to protect the special needs of individual students.

In regard to identified special education students (those having an individual educational plan/IEP), District 159 follows disciplinary procedures prescribed by the Illinois State Board of Education.

The first step in correction of any behavior problem is counseling of the student by the teacher. If a student continues to be uncooperative, parents shall be consulted and requested to help correct undesirable behavior. The teacher may also issue a detention(s). When a student's conduct in the classroom or about the school premises becomes disruptive or otherwise unacceptable, his/her teacher may use reasonable force, as needed, to maintain safety for the other students and may remove him/her from the classroom or immediate premises, or send him/her to the office. The school administrators may exercise one or more of several options in dealing with the student: counseling, telephoning parents, assigning detentions, placing the student on the "No-Privilege List," prescribing a period of in-school disciplinary supervision, sending the student home for the remainder of the school day, or, in the case of repeated or severe misconduct, suspending or expelling the student from school in accordance with The School Code of Illinois and existing statutes.

### I. Detentions

Students are assigned detentions for violating school rules. The parent/guardian will be notified by phone call, email, or detention slip as to the offense warranting the detention and the date the detention will be served. Transportation arrangements are to be made by the parent/guardian. Students may be required to present the parent/guardian signed detention slip.

Detentions will be served at the prescribed time. Failure to serve a detention will result in further disciplinary action, which may include additional detentions), in-school disciplinary supervision, and/or out-of-school suspension.

Prior to assigning a detention, the teacher or administrator shall ascertain whether the student is an identified special education student. If so, disciplinary procedures shall be as set forth in the Parent/Student Handbook of the Lincoln-Way Special Education Cooperative District #843.

#### A. Teacher-Administered Detentions Grades K-5

Teacher detentions are defined as the holding of students after school by a teacher.

The teacher assigning a student such a detention for a classroom offense shall be responsible for the supervision of the student during the detention period.

Teachers will outline classroom procedures at the beginning of each course of study and discuss with the students rules regarding grades, homework, daily assignments, operating procedures, emergency information (i.e., fire and take-cover drills), and class discipline. If a student disregards any of the

above, (s)he may be required to remain after school for a period not to exceed ninety (90) minutes.

Examples of such offenses would include, but not be limited to, the following:

1. Disturbing classroom procedures by;
  - a. speaking without permission;
  - b. being disrespectful toward a teacher;
  - c. standing or walking around without permission; or
  - d. leaving class without permission.
2. Writing or marking on walls, furniture or equipment.
3. Coming to class unprepared by;
  - a. having late, incomplete or missing assignments; or
  - b. failing to have appropriate books, materials and supplies.
4. Disobeying pertinent classroom rules as delineated by individual teachers.

B. Administrative Detentions Grades K-5

An administrative detention is defined as detaining a student after school for an offense most appropriately handled by the administration. The administrative detention may be assigned any day or days of the week for a period of time not to exceed ninety (90) minutes.

C. Grades 6-8 Behavior Consequences

In keeping with a school-wide positive behavior system, Mokena Junior High has both positive and negative consequences for following our expectations. Students are recognized for their efforts in meeting our behavioral expectations. When students fail to meet those expectations, opportunities for re-teaching and consequences exist.

Our staff will outline and teach our behavioral expectations in the various locations at Mokena Junior High. These expectations are also posted throughout the school. Teachers will outline classroom procedures at the beginning of each course of study and discuss with the students rules regarding grades, homework, daily assignments, operating procedures, emergency information (i.e., fire and take-cover drills) and class discipline.

The consequences at Mokena Junior High are defined as removing or detaining a student from his/her regularly scheduled activities due to misconduct. These types of consequences are progressive in nature, but the severity of the misconduct may give cause to escalate the consequence issued. These consequences and their progression are listed below:

- **Lunch Detention** – the student is removed from the Commons for lunch and sits in an alternate, supervised location to eat lunch. After three (3) lunch detentions in a semester, a student will receive a general detention as the next consequence.
- **General Detention** – the student is detained after school for one (1) hour on Tuesday or Thursday. The day of the infraction will determine the day of serving the general detention. After three (3) general detentions in a semester, a student will receive a Saturday detention as the next consequence.
- **Social Suspension** – Students may be temporarily removed from attending extracurricular functions including but not limited to dances, sporting events, and after-school activities.

- **Saturday Detention** – the student will be brought to school and remain for three (3) hours on Saturday, from 8:30 am – 11:30 am.
- **In-school Suspension** – the student will be removed from the classroom for a defined period of time. The student will serve an in-school suspension in the office with the opportunity to complete his/her class work.
- **Out-of-school Suspension** – the student will be removed from the school for a defined period of time. See **DISCIPLINE**, Section II, part D for more information regarding out-of-school-suspensions.

Offenses that warrant a student behavior-related consequence, include, but are not limited to, the following:

- Inappropriate or abusive language
- Physical contact or aggression
- Defiance/Disrespect/Noncompliance/Insubordination
- Disruption
- Technology violation
- Tease/Taunt or Harassment
- Tardiness to class or school
- Academic Dishonesty
- Theft
- Fighting
- Illicit Substances (weapons, fireworks, drugs, alcohol)
- Vandalism

## II. Disciplinary Procedures beyond Detentions

### A. Corporal Punishment

Mokena Public School District #159 does not subscribe to corporal punishment as a means to discipline students.

### B. No-privilege List

One of the fundamental objectives of District 159's educational program is to teach good citizenship and respect for necessary rules and regulations. Students who violate the established rules and procedures and are not willing to cooperate with the faculty and sponsors should not expect to participate in special school activities; which may include class trips and events games, assemblies and graduation. When students violate school rules, they may be placed on the "No-Privilege List."

### C. In-school Disciplinary Supervision

Within a progressive student discipline system, in-school disciplinary supervision is defined as an intermediate step. Such action would be appropriate when a student continues to behave irresponsibly after a number of detentions have been assigned and served, and communication between the school and parent has yielded limited-to-no improvement in the student's conduct at school, but before an outside-of-school suspension is pursued. During a prescribed period of in-school disciplinary supervision, the student is detained in an appropriate study area. Teachers are requested to forward assignments to the student so that his/her time may be used productively.

#### D. Suspensions (School Board Policy 7:200)

Suspensions are defined as a period of time during which a student is barred from attending school, from attending a school activity (i.e. games, dances, etc.) or from being on school property. Credit for schoolwork and/or tests given during the first suspension of that school year will be given upon completion and submission of assigned work. Students suspended WILL NOT RECEIVE CREDIT for schoolwork and/or tests given during subsequent suspensions administered within that same school year. Students are permitted to take tests or other evaluation assessments that cover material taught over a period of time prior to the subsequent suspension(s).

##### 1. Pre-suspension Procedure - Due Process

- a. The superintendent, principal, or assistant principal shall confer with the student facing possible suspension, advising the student of the reasons for the pending suspension, and asking the student for his/her story of the incident in question. Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is an identified special education student or may be eligible to be referred for special education services. If so, the authorized administrator shall follow the procedures for discipline set out in the Parent/Student Handbook of the Lincoln-Way Special Education Cooperative District #843.
- b. The student shall be told the basis of the accusation of misconduct and shall be given an opportunity to respond to the evidence.
- c. In some instances the conference will result in dropping the charges; in others, the regular suspension procedure should be followed.
- d. The superintendent, principal or assistant principal should make notations of the conference so as to document that an "informal hearing" was conducted.

##### 2. Authority for Suspension

- a. Following the pre-suspension procedure outlined above, the student may be suspended by the Board of Education, or by the superintendent, principal or assistant principal for a period not to exceed ten (10) school days.
- b. For safety reasons, the Board of Education may suspend the student in excess of ten (10) school days for gross disobedience or misconduct on a school bus.

##### 3. Notification

- a. The suspended student and his/her parent(s) or guardian(s) shall be advised of such suspension within twenty-four (24) hours after such suspension has been issued. Notification by certified mail, return receipt requested, will be sent.
  - i. The notice shall state the duration of the suspension and the

reasons therefore.

- ii. The notice shall apprise the parent(s) or guardian(s) of the student that they may request a review of such suspension, and that their failure to request such a review within five (5) days after receipt of the notice shall constitute a waiver of the right to such review.
  - iii. The request for review shall be oral or in writing, directed to the superintendent, principal or assistant principal. In the event of oral notification, the superintendent, principal, assistant principal shall immediately confirm the oral request by sending a letter to the parents or guardians.
- b. Where the suspension is ordered by a principal or assistant principal, a copy of the notice to the parents or guardian shall be concurrently given to the superintendent.

#### 4. Procedures for Review of Suspension

- a. If, after there has been a suspension, the student's parent(s) or guardian(s) request a review, the Board of Education or a hearing officer appointed by the Board of Education must review the suspension in a hearing similar to a pre-expulsion hearing.
- b. See procedure for expulsion below.

#### 5. Suspendable Offenses

Offenses constituting gross disobedience or misconduct which may result in suspensions include, but are not limited to, the following:

- a. consistent, excessive disruption of classroom procedures;
- b. smoking or possession of cigarettes or any tobacco products or look alike products;
- c. fighting;
- d. use of obscene/profane/vulgar language or racial, religious or ethnic slurs-- written, verbal or gestured;
- e. continued disrespectful and/or uncooperative behavior toward teachers or other school personnel; (see p. 17 I. Harassment)
- f. consistent violations of the school dress code;
- g. stealing;
- h. threatening another student or staff member with physical or psychological harm; (see p.17 I. Harassment)
- i. damage or destruction of school property (Students are also responsible for paying for damaged or destroyed property).
- j. having possession of, or being under the influence of, any drug or alcoholic beverage;
- k. use, trafficking in, or possession of any firework-related materials.
- l. violation of the Acceptable Use Policy
- m. other suspendable offences are noted elsewhere in the handbook.

In addition to the student suspension, appropriate law-enforcement authorities may be notified.

E. Expulsion (School Board Policy 7:210)

Expulsion is defined as the barring of a student from classes for a period of time as determined by the Board of Education.

Procedure for Expulsion

Prior to any expulsion recommendation, the authorized administrator shall ascertain whether the student involved is an identified special education student or may be eligible to be referred for special education services. If so, the authorized administrator shall follow the procedures for discipline set out in the Parent/Student Handbook of the Lincoln-Way Special Education Cooperative District #843.

- a. After receiving a recommendation that a student be expelled, the superintendent shall, if (s)he concurs with the recommendation, send a letter by certified mail, return receipt requested, to the parent(s) or guardian(s) of the student notifying them of the proposed expulsion, the reasons for the proposed expulsion, and the time and place of the expulsion hearing.
- b. The superintendent may elect, after a suspension is initiated, to move to expel, in which event the suspension review may be combined with the expulsion hearing. In such a case, all expulsion procedures must be followed.
- c. Expulsion hearings shall be conducted by a hearing officer selected by the Board of Education or by a Board of Education committee acting as a hearing committee or by the Board of Education as a whole.
  - i. The hearing may be held in executive session. Strict rules of evidence will not be required.
  - ii. The student may be represented at the hearing by his/her parent(s)/guardian(s) and/or an attorney.
  - iii. The student may present evidence to refute the charges and be afforded an examination of the evidence presented by the Board of Education.
  - iv. Evidence shall be received as pertinent without regard to the rules of evidence in such fashion as is appropriate to the circumstances.
  - v. If the hearing is conducted by a hearing officer or a Board of Education committee, a written summary of the evidence shall be prepared for the Board of Education.
  - vi. The hearing shall be recorded on tape. If the student is represented by an attorney, the school may engage a court

reporter to record testimony. The student shall be offered an opportunity to purchase a copy of the tape recording or the transcript, as the case may be.

- vii. Counsel or the parties may make a short opening statement as to their position on the issues and the witnesses to be called.
  - viii. There may be short closing arguments.
  - ix. The student's disciplinary/scholastic record, unrelated to the incident leading to the expulsion charge, is not admissible at the hearing. This record may be made available to the Board, once guilt has been established, for use in deliberations as to the penalty to be imposed.
  - x. Only the following persons may be present at the expulsion hearing: the student, the student's parent(s) or guardian(s) or their legal representative, Board of Education members, witnesses (subject to appropriate exclusion procedures to ensure the independence of witnesses' testimony), the superintendent, attorneys for the student and for the school district, and a member of the Department of Mental Health, when required by law.
- d. The determination of the Board of Education as to whether a student shall be expelled shall be made after discussing the evidence in executive session. The Board of Education shall determine and make findings on the following two issues at the hearing:
- i. the validity of the charges of gross disobedience or misconduct; and
  - ii. the appropriate disciplinary measure, if the charges are to be upheld.
- Final action on the expulsion shall be taken in public session.
- e. The penalty shall be imposed by the Board of Education.
  - f. The parents or guardians shall be notified in writing of any action taken by the Board of Education.

Offenses constituting gross disobedience or misconduct which are punishable by expulsion include, but are not limited to, those listed under suspension in Article II D, 5, Suspensions.III.

Specific Disciplinary Issues – Violations of these policies may include detention, suspension or expulsion.

A. Academic Dishonesty

Any type of deception to earn credit without effort is universally recognized as academic dishonesty. This type of violation of classroom standards will be dealt with at the discretion of the classroom teacher and/or school administration. Students who engage in academic

dishonesty should expect to receive appropriate consequences, which may include receiving no credit for the assignment. Examples of academic dishonesty include, but are not limited to:

- Copying answers from another person's homework, quiz, or test
- Plagiarism (for examples visit <http://www.plagiarism.org/plagiarism-101/types-of-plagiarism>)
- Cutting/Copying and pasting directly from an electronic source
- Failure to properly cite works

B. Bullying (Board Policy 7:20: also see I. Harassment)

Any employee or student who believes that he or she has been subjected to bullying has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.

The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of bullying.

In all reports of bullying, the target, and or reporter (or appropriate representative), should describe in the Bullying Report Form the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Anonymous complaints of bullying or retaliation will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard. The person reporting the incident must complete the Bullying Reporting Form. Bullying Reporting Forms are available to all students and staff at each school as well as online on the Mokena School District website.

The principal or designee will promptly notify the parents or guardians of the target and aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

C. Cyber-Bullying (Policy 7:180)

"Cyberbullying" is the use of electronic information and communication devices, including but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, or intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the

- individual's property; or
3. Has the effect of disrupting the orderly operation of the school.

Students found to be involved with cyber-bullying on District property, including through use of any part of the District's computer system, Internet access, or other electronic communication access, are subject to school disciplinary action, just as if they were engaging in other forms of bullying or harassment which are not tolerated by the District. Students involved with cyber-bullying originating off District property are subject to school discipline if or when, in the discretion of District employees, it disrupts (or could be reasonably forecast to disrupt) the educational process or undermines the District's basic educational mission. Students making threats of harm to other students or staff, whether the threats on or off campus, are subject to school disciplinary action.

Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.

D. Fighting

Fighting is defined as any act of physical aggression with the intent to do bodily harm to another individual. **All** students who participate in fighting may be suspended from school for up to ten school days regardless of who started the altercation.

Students who incite others to fight and students pretending to fight (play-fighting) may also be subject to disciplinary action. On extremely rare occasions, a student may need to defend him or herself from an unwarranted physical aggression. This **does not mean** participating in the fight. It means that the student makes every effort to get away from the aggressor and seeks out an adult in a safe location. Self-defense will be determined by the school administration.

E. Fireworks

Fireworks in any form are prohibited. Any student who is found to be using, trafficking in, or in possession of firecrackers, smoke bombs, and other related fireworks materials, may be suspended from school. This is also a violation of civil law. The school administration may notify law-enforcement officials.

F. Gambling

Games of chance may not be played on the school premises unless directed by school-connected groups that schedule fund-raising activities or events for the sole purpose of raising money for the school district and its students. All such activities must have prior written approval from a school administrator. Playing cards, dice or other types of gambling devices may not be used on school property.

G. Gangs and Gang Activities

Students, on or about school property or at any school activity, shall not wear, possess, use, distribute or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Furthermore, students shall not commit any

act or omission, or use any speech (verbal or nonverbal) showing membership or affiliation in a gang. This includes, but is not limited to, soliciting others for gang membership, intimidating or requesting another person to pay protection, or inciting other students to act with physical violence upon any other person. Violation of this policy shall result in suspension or expulsion for a period not to exceed one full year.

H. Gum Chewing

Gum chewing is not allowed in the buildings or on the buses.

I. Harassment (Board Policy 7:20)

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers, and students should demonstrate appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture or written, electronic, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless or actual or potential marital or parental status, including pregnancy, other protected group status, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- a) a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

***Factors for Determining Consequences***

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Contextual circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved

An allegation that one student was bullied or harassed by another student or faculty member shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

J. Insubordination

Students who are unwilling to obey school personnel, become disobedient or disrespectful toward school personnel will face disciplinary consequences.

K. Obscenity

Obscene, profane, or vulgar language, written, verbal, or expressed by gestures, will not be tolerated. A student who demonstrates any of the above may be suspended.

L. Off-Campus Conduct

The school has the right to discipline a student's off-campus conduct should a student's off-campus conduct materially or substantially disrupt or pose a true threat and interfere with the school's educational functions.

M. Physical Displays of Affection

The physical display of affection or intimacy while at school, on the bus, or at school events is inappropriate behavior and may be treated as a disciplinary matter.

N. Smoking

Smoking or possession of cigarettes or any tobacco product is not permitted by students on school property or at any school-sponsored activity. This rule applies when our students are guests at another school. Students with cigarettes on their person or in their lockers may be given a minimum penalty of in-school disciplinary supervision. Students participating in smoking may be suspended for three (3) days on first offense. A second smoking offense may result in a maximum suspension.

O. Stealing

Stealing is a violation of Illinois law. A student who becomes involved in a theft in the school may be suspended and may be referred to the Board of Education for an expulsion hearing. Also, the appropriate law-enforcement officials may be notified.

P. Vandalism

Anyone involved in vandalism or malicious mischief either against school property or the property of Mokena Public School employees may be prosecuted. In addition, the student may be suspended, referred to the Board of Education for an expulsion hearing, and shall provide restitution.

Q. Weapons/Incendiaries

Students who possess at school or carry any type of article used or intended to cause bodily harm may be suspended and may be referred to the Board of Education for an expulsion hearing. All types of firearms, knives, lighters, matches, and other dangerous items or their facsimiles must be kept off school premises.

*All Discipline follows SB100 Guidelines.*

**DRESS CODE (School Board Policy 7:160)**

School officials may regulate dress and hairstyles when such styles present a health or safety hazard to students or others, or substantially disrupt the educational process. This dress code pertains to all school-related activities, including School Spirit Days, school pictures, and holiday costumes (e.g., Halloween).

1. Clothing must be free of provocative, vulgar and profane statements, weapons, as well as drug, alcohol, or cigarette-related advertisements.
2. Students may wear shorts to school. However, in the interest of a consistent standard and good taste, shorts, skirts and dresses for students in grades four through eight must extend to the fingertips when arms are placed at the sides and/or fall within the mid-thigh range.
3. Tank tops, bare midriff shirts, as well as distressed, unusually tight-fitting or revealing clothing are considered inappropriate dress. In the interest of a consistent standard, straps on all tops must be at least 1 inch wide at their narrowest point in grades four through eight. Undergarments may not be visible. Students will be excluded from classes until arrangements for acceptable attire can be made.
4. Hats and other head coverings are not to be worn in the school buildings unless there is a medical or religious reason for doing so.

Common sense and concern for the standards of others should prevail in all questions pertaining to dress, footwear, and appearance. Parental cooperation will be greatly appreciated in this matter.

### **DRUG/ALCOHOL USE**

The unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs, look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This extends to all school-sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. Any student who is under such influence while at school shall be treated as though (s)he had drugs in his/her possession.

If a student is found to be illicitly using, possessing, or distributing drugs or look-alike drugs and drug paraphernalia in violation of this policy, the police will be called. The student shall also be subject to disciplinary action up to and including expulsion.

It is more desirable for medication to be administered in the home, rather than at school. However, students who are under a doctor's care and need to take prescribed medicine during the school day should follow the Board of Education's Medication Policy. For further information, see Medication Policy and Procedure in this handbook.

### **ELECTRONIC COMMUNICATIONS**

No student enrolled in Mokena Public Schools may use a cell phone or any similar electronic device while in any school building or on school grounds during the school day, unless the use or possession of such device has been expressly approved by the Board of Education, school principal, or other authorized school official. The District is not responsible for lost, stolen, or damaged property. All cell phones brought into school must remain off and stored in the student's locker during the school day.

If a student violates this policy, the following disciplinary action will be taken:

First Offense: The cell phone/electronic device will be taken away from the student; the student may pick up the device at the end of the school day.

Second Offense: The cell phone/electronic device will be taken away from the student. The student's parent/guardian will be contacted and will be allowed to pick up the device.

Third Offense: The cell phone/electronic device will be taken away from the student. The student's parent/guardian will be contacted and the device can be picked up on the last day of school.

### Use of Electronic Books & E-Readers

Students may bring and use their own personal electronic reading devices during the school day if the main function of that device is reading electronic books.

Personal E-Readers may be used for *reading purposes only* during study hall or during free time, with the teacher's permission. Students may not use these devices to connect to the internet, play games send messages or any other purpose not directly related to reading books. All reading content must be acceptable and appropriate to be read at school.

The school will not provide electronic books or e-readers for students.

MSD 159 is not responsible for any damages to these devices nor are we responsible for any lost or stolen devices. We will not facilitate the charging of batteries and will not provide any technical assistance for these devices. Students will not have access to Mokena School District 159's wired or wireless internet to connect their devices.

Consequences for students using these devices for any purpose other than reading books may include but not be limited to:

- Being asked to turn off the device and store it away.
- Having their device taken away according to the handbook policy for electronic devices.
- Being banned from bringing this device to school for a period designated by the administration.

### EMERGENCIES - HAZARDOUS WEATHER / ROAD CONDITIONS

School buses sometimes are delayed during the winter months when road conditions prevent ideal service. An alternate schedule will be used in certain emergency situations such as early fog, hazardous ice or snow conditions. When the alternate plan is required, the starting time for school will be delayed. Should inclement weather necessitate school closings or schedule changes, this information will be placed on the District website, [www.mokena159.org](http://www.mokena159.org), a Skylert via email and automated phone calls, and also reported on local radio and television stations.

In case of an impending storm during the day, students may be sent home early.

### EMERGENCY DRILLS

#### I. FIRE PROCEDURES

The fire alarm should be sounded by anyone who sees a fire in the school building or sees smoke coming out of a classroom or from under a door. If smoke is seen coming from under a door, **THAT DOOR MUST NOT BE OPENED**. The fire alarm signal is a continuous blast on the fire alarm horn. After activating the fire alarm, that person should notify the school office immediately.

The following guidelines should ensure safe fire evacuation. Take fire drills seriously at all times. When the fire alarm sounds, follow directions given by the teacher or supervisor. Doors should be

CLOSED during fire drills. Students should walk quickly and remain silent during fire drills. Teachers must take the classroom red crisis folder with them upon evacuation. Once outside the school building, teachers are to take roll call to ensure that each student has reached safety. All persons should be prepared to take an alternate route to exit during fire drills. Students should remain in good order when leaving and returning to the school building. It is important to use common sense and behave in a mature manner.

Any person who falsely activates a fire alarm may be suspended from school. In addition, the school administration will notify the proper authorities and may press charges against the person. It is a violation of civil law to activate the fire alarm without just cause.

## II. LOCKDOWN PROCEDURES

Lockdown procedures are followed when it is necessary to physically contain students in classrooms and restrict movement within the school building. A lockdown situation will remain in effect until an ALL CLEAR is initiated by the Mokena Police Department, other law enforcement personnel, or district/school administration.

In the event of a lockdown, parents will be notified via Skylert of the situation and subsequent necessary steps to follow. Information will also be posted on the district website [www.mokena159.org](http://www.mokena159.org).

## III. SAFETY HOLD

The district may also experience what is referred to as a ‘safety hold.’ By definition, a ‘safety hold’ is put in place when there is a potential threat outside the building but there is *not an immediate threat to those inside the building*. The building perimeter is secured and all classes are immediately brought into the school building to a secure location.

In the event of a safety hold, parents will be notified via Skylert of the situation and subsequent necessary steps to follow. Information will also be posted on the district website [www.mokena159.org](http://www.mokena159.org).

## IV. TAKE COVER PROCEDURES

Take cover procedures are followed for threats of severe weather and other types of emergencies. The alarm signal is an intermittent tone.

Treat take cover drills seriously at all times. When the take cover alarm sounds, move to areas designated by the teacher or supervisor following all directions given. Teachers must take the classroom red crisis folder with them and take roll call once students have taken cover at designated location to ensure that each student has reached safety.

Everyone should stay clear of glass covered openings during these drills. Students should crouch down in take cover position with their head between their legs and interlocking hands around the back of their neck as instructed by the teacher or supervisor. It is necessary for everyone to remain silent in order to hear instructions given over the public address system or by teachers/supervisors. During such emergencies, the school buildings will be ‘locked down’ and students will be kept at school until weather permits them to leave or a release is given by district/building administration.

## **EMERGENCY PROCEDURE-NOTIFICATION OF PARENTS**

It is very important to have student emergency procedure information on file in the school office. In case of an emergency, school personnel will follow the desired course of action as provided by the parent/guardian during the registration of his/her child(ren). This information should be kept up to date! If there are any changes during the school year, it is the responsibility of the parent/guardian to notify the school office immediately.

School policy is to call the Mokena Fire Department Rescue Unit in the event of serious accident, injury, or illness. If emergency transportation is provided for a student, the cost of that transportation remains the responsibility of the parent/guardian.

## **EPI NOW KITS**

One of the goals of our school district is to maintain a safe environment conducive to learning. In accordance with the "School Access to Emergency Epinephrine Act," that was recently introduced into law, Mokena School District 159 will maintain a stock supply of EpiPens in the office of each health services coordinator as well as in each school cafeteria in an Epi-NOW Emergency Kit. The Act gives health services coordinators and other designated school personnel authority to administer the EpiPen to any student or other individual on school premises whom they believe in good faith is experiencing anaphylaxis.

The EpiPen is an autoinjector prefilled with epinephrine; the drug of choice for the emergency treatment of severe allergic reactions (anaphylaxis) to insect stings or bites, foods, drugs, and other allergens. Health Services Coordinators, administrators, and all teachers have been trained on the proper technique of Epi-Pen administration. Protocol requires that any time an EpiPen is administered; the individual must be transported via ambulance to the Emergency Room.

If your child has been diagnosed with an allergy/health condition that requires the use of an EpiPen, it is still your responsibility to provide your child's EpiPen to the school Health Services Coordinator along with medical orders.

## **EXTRACURRICULAR ACTIVITIES (School Board Policy 6:190, 7:40, 7:240, 7:300)**

### **1. Participation:**

- The student must maintain regular attendance in the extracurricular activity as specified by the activity sponsor.
- Transportation to and from the extra-curricular activity is the responsibility of the student's parent(s)/guardian(s), with the exception of out-of-district events.
- Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
- The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
- Those students participating in extracurricular activities at Mokena Junior High School must adhere to Code of Conduct, including, but not limited to academic eligibility.
- Requires a fee.
  - Team Sports (incl. Band, Jazz & Choir): \$50
  - Clubs (incl. percussion ensemble): \$25
  - Intramurals: \$10/activity

A written letter from the student's parent(s)/guardian(s) stating that the above will be met is required before a student is allowed to participate in any extracurricular activities.

2. **Attendance:** Students must be in attendance at least one-half day (one hundred fifty minutes) on the day of extracurricular activity in order to participate in or attend the extracurricular activity.
3. **Physical Examination:** In order for students to participate in any of the interscholastic athletic activities, a current physical examination must be on file with the athletic director. Physical examinations are valid for exactly one calendar year.

In accordance with the Illinois Elementary School Association's by-law #3.061, a student must have acquired a physical examination from a licensed physician and submitted it to the athletic director before being allowed to try out, condition, or practice. This policy is in effect for the sports of cross-country as well as track and field.

A student must acquire a physical examination from a licensed physician, physician assistant, or advanced practice nurse, before being permitted to participate in an athletic conference or non-conference contests. Prior to the beginning of the scheduled contests, the student need only to have submitted to the athletic director a parent signed and dated permission slip in which the parent is affirming no knowledge of anything that would physically prohibit the student from safely participating in that specific sport.

4. **Eligibility Policy:** The goal of the Interscholastic Activities Eligibility Policy is to impress upon our students the proper perspective of school priorities: academics first and interscholastic activities second. The policy prescribes a period of time during which a student, due to poor academic performance, may not participate in practices as well as any conference or non-conference contest. A student shall be placed on probation if, when systematically monitoring the academic standing of a student, the coach/sponsor finds that the student has earned one or more F's in his/her scheduled classes or has earned a grade point average below 2.33 on a 5.33 point grading scale. This policy will be enforced for all extra-curricular activities at the junior high.

Any students ineligible three times during a single season will be removed from that team. No refund for fees will be provided.

5. **Conduct:** Any student whose conduct is unacceptable during the school day may lose his/her privilege to attend after-school activities.
6. **Extra-curricular Activities Participation for Home-School Students** Students who are homeschooled, and with documented proof of registration from the Will County Regional Office of Education, may participate in extracurricular activities contingent upon the following:
  - The student must maintain consistent attendance in the extracurricular activity. The same expectations will be in effect as those of enrolled students.
  - Transportation to and from the extra-curricular activity is the responsibility of the student's parent(s)/guardian(s), with the exception of out-of-district events.
  - Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
  - The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
  - Those students participating in extracurricular activities at Mokena Junior High School must adhere to Code of Conduct, including, but not limited to academic eligibility.

A written letter from the student's parent(s)/guardian(s) stating that the above will be met is required before a student is allowed to participate in any extracurricular activities.

### **FITNESS CENTER INFORMATION-(Mokena Junior High)**

Mokena Junior High School implements a Physical Education fitness program that utilizes a fully equipped, state-of-the-art Fitness Center. The fitness center contains multiple pieces of age-appropriate resistive and aerobic equipment, as well as computerized assessment stations.

Our fitness program is a mandatory component of the PE program at each grade level. All students must participate in the fitness program unless there is a documented medical reason prohibiting their involvement.

### **FOOD SERVICE - FREE OR REDUCED-PRICE LUNCH**

Students from families whose income qualifies them for free or reduced-price lunches, according to the federal guidelines, may secure an application form for such from the District Website. After completing the form, it should then be returned to the District Office for review. If the application is approved, the student then qualifies for a free or reduced-price lunch. Every effort is exercised to see that students who receive a free or reduced-price lunch remain anonymous. Families may qualify anytime during the school year, and parent(s)/guardian having any questions regarding the free-lunch program should contact the District Office.

### **FOOD SERVICE – LUNCH CARDS**

All students will be assigned an ID card with a barcode connected to their Student ID. They will be able to access their prepaid lunch account (provided there is money in it) by just scanning their ID card when in the lunch line. If a child loses or damages their ID card, they need to inform the school office and the office will reissue them a new card. The first replacement ID card will be free, but any additional cards will be replaced for a \$7.00 fee.

### **GRADUATION CEREMONY PARTICIPATION (See Promotion/Retention)**

In order to participate in graduation ceremony, each 8<sup>th</sup> grader must meet each of the following criteria:

- No more than twenty (20) absences (whether excused or unexcused)
- No lower than a 2.250 grade point average during the 8<sup>th</sup> grade year
- No more than five (5) days of out-of-school suspension

In regards to the absence provision of the policy, the administration will have discretion if absences exceed twenty (20) in the event of documented medical situations.

If a student is excluded from participating in the graduation ceremony, the graduation fee will not be refunded. The gown fee will be refunded upon return to the MJHS office if these items were purchased.

### **HALL PASSES**

Where applicable, students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

### **HERBICIDES – APPENDIX 1**

### **HOMELESS CHILDREN (Board Policy 6:140)**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school’s attendance area may attend that school.

### **HOMEWORK (School Board Policy 6:290)**

Homework assignments are given to:

1. provide essential practice in needed skills;
2. train pupils in good work habits;
3. afford opportunities for increasing self-direction;
4. help teach proper budgeting of time;
5. bring pupils into contact with outside learning resources; and
6. promote growth in responsibility.

All homework must be handed in on time, as specified by the teacher. Special allowance will be made for assignments missed due to excused absences. It is the student’s responsibility to see his or her teacher to pick up any missed work on the day he or she returns to school. All assignments due on the first day of the absence are to be turned in on the day the student returns to class. He or she should be prepared to take any tests, quizzes or participate in projects that were due on the first day of the absence.

Students will have one day for every day the student was absent to complete make-up work. Any work not completed within that time period may result in zeroes for the assignment.

It is recommended for short absences of three days or less, parents and students consult Skyward or contact classmates for homework. For absences longer than three days, parents or guardians may request assignments by calling the school office. It may take up to 24 hours to complete this request

Parents can help by:

1. providing proper study surroundings;
2. contacting teachers concerning homework excesses;
3. allowing the student to do his/her own homework in his/her own words and handwriting; and
4. checking each day to see if the student has homework to be done
5. checking homework through the district online student management system.

### **HONOR ROLLS**

Honor rolls are determined each quarter of the school year for students in grades 6-8. Criteria for calculating honor roll can be found on the MJHS page of the district website, under the **Academics** tab in the grading policies section.

### **ILLNESSES**

#### **1. Lice**

Although we cannot prevent the incidence of students who bring head lice to school, we can assist in the control of the spread. Reminding students not to share hats, combs, clothing or hair accessories are all preventative measures that can be implemented.

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- Parents are encouraged to notify the school nurse if they suspect their child has head lice.

- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

## **2. Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parent/guardian(s) are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.

## **3. Fever**

Temperature of one hundred (100) degrees Fahrenheit or higher. Children are encouraged to stay home for at least twenty four hours after the fever has gone down without fever reducing medication (ie. viral infection).

## **4. Vomiting or Diarrhea**

All body fluids are considered contagious. Children are encouraged to stay home at least twenty four hours after the last episode.

## **5. Pink Eye (Conjunctivitis)**

Can be allergic, viral or bacterial in nature. If antibiotic drops are started, the child is encouraged to be on them for twenty four hours before returning to school.

The School district follows the recommended practices and procedures of the Illinois Department of Public Health, which are set forth by the Illinois School Board of Education and the Illinois Nurse Practice Act.

## **INSURANCE**

Please note that the Mokena School District does **not** carry student accident insurance, nor does it self insure for such occurrences. Parents/guardians are **encouraged** to participate in an individual student accident plan. Such optional accident insurance plans are available at the start of school. Claim forms which must be filled out by the parent/guardian are available in the school office. Reimbursement for medical expenses will then be in accordance with policy coverage.

## **LOCKERS (School Board Policy 7:140)**

Some students are assigned hallway and gym lockers. It is the student's responsibility to see that his/her locker is kept locked and in good order at all times. Only school combination locks are to be used; and students should not share their combinations with other students. *The exteriors of lockers are not to be decorated in any way.*

Students should obtain study materials for their morning classes when they arrive in the morning and materials needed for the afternoon classes during their lunch period. No one should leave classes to go to his/her locker without special permission.

Lockers are the property of the school district. The administration reserves the right to enter, inspect or search all lockers periodically in order to protect the learning environment and other students. This may include canine searches.

## **LOST AND FOUND**

Lost and found articles are to be turned in to the appropriate school office or learning center. Students are asked to inspect the lost-and-found container before school, during lunch, or after school.

## **MEDICATION POLICY AND PROCEDURE (School Board Policy 7:270)**

### ***Medication Policy-Administering Medicines to Students***

In the absence of a Health Service Coordinator, a properly trained designee will administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### ***Medication Procedure***

Many children are able to attend school because of the effective use of medication in the treatment of chronic disabilities, learning disabilities or illness. It is more desirable for medication to be administered in the home than taken in school. However, a student who is required to take medication (prescription and non-prescription as well as supplements) during the regular school day must comply with the following regulations.

- A written order is to be provided to the school from a physician detailing the name of student, name of drug, physician's name and telephone number, dosage, time interval in which the medication is to be taken and reason for medication using the district's *Medical Authorization Form*. In addition, the physician's written order shall indicate any expected reactions to the medication and shall advise school personnel of how to determine if the student experiences an adverse reaction to the medication. The physician's written order shall detail steps to be followed by school personnel should the student experience an adverse reaction to the medication.
  - Students may use cough drops with written permission from parents. A note for cough drops is good for five days.
- All medication must be provided by the parent in the original container.
- All non-prescription medication must be brought to school in the original unopened, sealed container must be housed in the nurse's office.
- Pain and fever medications such as Tylenol and Motrin, as well as cough drops, are not school supplied items.
- All medication shall be brought to the school office by the parent, guardian or other designated adult. If this is not possible, please contact the school Health Services Coordinator to make other arrangements. The school's administration shall provide a locked space for safe storage of medication.
- Medication shall be self-administered, under the supervision of the school Health Services Coordinator or other designated personnel.
- The student shall report to the school office at the appropriate times in order to take the medication.
- The Health Services Coordinator shall keep a written record of all administration of medication. This record shall include:
  - what medication was taken;
  - by whom it was taken;
  - when it was taken (date and time); and

- the person who supervised the taking of the medication.

In the event a dosage is not taken as ordered, the reasons shall be entered in the record and parent(s)/guardian(s) will be notified.

8. Medications shall not be administered to students by a school employee until a completed and signed School “Medication Authorization Form” is submitted by the student’s parent/guardian, except in emergency situations where the parent/guardian cannot be available in sufficient time or the student cannot reasonably self-administer the medication.

9. The student’s parent/guardian shall remove any unused medication from the school at the end of the drug therapy. If a student’s parent/guardian fails to remove unused medication by the end of the school year, the Health Services Coordinator shall appropriately dispose of the unused medication in the presence of a witness and document that medications were discarded.

10. Students are not permitted to have any medication (prescription or non-prescription) on their person, except in cases where the physician’s written order requires the student to retain the medication on his or her person at all times due to the need for immediate administration in the event of emergency. In such case, the procedure contained herein shall be followed to the maximum extent possible so that the school’s administration is aware of the possible need for medication during school hours.

The Health Services Coordinator or building administrator reserves the right to question the effectiveness of the medication being taken during school hours by contacting the student’s parents and/or the attending physician. The school district shall retain the right to reject requests for medication to be taken at school, subject to the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

### **MULTI TIERED SYSTEM OF SUPPORTS (MTSS)**

Multi-Tiered System of Supports (MTSS) is an approach for redesigning and establishing teaching and learning environments that are effective, efficient, relevant, and durable for all students, families, and educators. MTSS involves an education process that matches instructional and intervention strategies and supports to student needs in an informed, ongoing approach for planning, implementing, and evaluating the effectiveness of instruction, curricular supports, and interventions.

MTSS has three important parts: 1) A multi-tiered model of school supports, 2) Using a problem solving method for decision-making at each tier, and 3) Using data to inform instruction at each tier.

### **PARKING LOTS**

Our main goal is to have our students be safe when being dropped off or picked up at school. Please take some time to review the specific procedures at the various schools.

### **PARTICIPATION IN THE GRADUATION CEREMONY IS A PRIVILEGE, NOT A RIGHT**

### **PEST CONTROL – SEE APPENDIX 1**

### **PROMOTION/RETENTION**

A student may be retained when it appears (s)he will profit educationally from such action. While the teachers and school administration shall confer with the parents regarding this matter, the final decision shall be made by school staff.

Parents will be notified if there is a possibility that their child will be retained because of poor academic progress in relation to the student's ability. Such notice will contain

1. information regarding promotion/retention policies;
2. information regarding the status of the child's academic progress; and
3. comments and suggestions which, if followed, should enable the child to be promoted.

If the student continues to receive unsatisfactory grades and has not shown a positive change in attitude, effort and industriousness, formal plans for grade-level retention will begin. At this time, the parent(s), child and teachers shall have a conference to review and discuss an educational plan designed to help the child improve.

Students shall not be promoted to the next higher grade level based upon age or any other social factors not related to academic performance. Decisions to promote or retain students shall be based on successful completion of the curriculum (for grades 1-8, a grade average equal to a "D" or higher; for Kindergarten, a grade average of "S" or higher), and attendance (in attendance a minimum of 160 days per school year unless sickness or other unavoidable circumstances prohibit attendance).

Students who do not qualify for promotion to the next higher grade level shall be expected to attend an approved summer school program and/or participate in approved summer tutorial sessions, at their parents' expense, and provide documentation indicating successful completion thereof in order to be considered for promotion.

Failure to pass Illinois and Federal Constitution tests will be cause for an eighth-grade student to be retained until such tests are passed, in accordance with The School Code of Illinois.

#### PUBLICATION OF STUDENT PHOTOS

District 159 believes in the importance of communicating with parents and community members. In an effort to improve these communications, many teachers are interested in posting student work on district approved web sites or in school-sponsored publications. However, first and foremost, we are concerned about the safety of the students.

- Student photos or images to be published **with** identifying information require a "Publication of Student Photos Release" signed by the student's parent or guardian to be on file with the district for each student who is pictured in the photo.
- This permission is valid for the current school year only and the Permission to Publish form will need to be signed at the beginning of each new school year.
- Permission may be revoked at any time by notifying in writing the principal of the school that the child attends.
- The one exception to this policy is that individual student photographs and names will be printed in each school's yearbook. This yearbook can only be purchased by students, or their parents, currently enrolled in one of the district's schools.

From time to time, Mokena School District 159 may publish, without parental consent, photographs or images of students that do not identify them in various school publications.

- Publications in which your child's photograph or image may appear (without identifying information) include, but are not limited to, school brochures, video recordings, school newsletters and the District's website.
- Information posted on the District's website will be available to all users of the Internet.

- Mokena School District 159 cannot restrict either the scope of the audience or the use of such information by individuals acquiring District publications or by visitors to the District’s website.
- Parents have the opportunity to inspect, copy, and challenge the contents of the above-described information.

**REFUND POLICY**

A family requesting a refund of paid registration fees due to a move out of the district is entitled to a refund of fees, less a processing fee of \$8.00 – if the withdrawal is prior to the first day of the school year. Any student who transfers out of the district on or after the first day of the school year will be entitled to a pro-rated refund of registration and transportation fees.

**REGISTRATION**

Parents will not be allowed to register students for the upcoming school year unless proof of residency is provided from the categories listed below. Only the specific documents listed in each category will be accepted towards proof of residency. Beginning with the 2017-2018 school year all District 159 families with students in the school district will be required to verify residency on a yearly basis.

**Category A (one document required):**

- Real Estate Tax Bill (most recent)
- Mortgage Statement / Loan Statement
- Closing Contract w/Proof of Closing Date
- Signed and Dated Lease (current year)

**Category B (two documents showing proper address required):**

- IL Driver’s License / IL State ID
- Gas / Electric / Water Bill (most recent)
- Vehicle Registration / Insurance Policy (most recent)
- Home Owner /Renter Insurance Policy (most recent)
- Voter Registration Card (most Recent)
- Current IL Public Assistance documentation

**Fees:**

|                             |                    |
|-----------------------------|--------------------|
| Kindergarten - Fourth Grade | \$250.00 per child |
| Sixth Grade – Eighth Grade  | \$275.00 per child |

Kindergarten - Eighth Grade Technology Fee \$25 per child

Fee payment plan option is available to district families for registration and transportation fees only. Form is available in the district office and district website.

Families requesting a waiver for registration fees need to submit an Application of Fee Waiver and the required documentation for review. Waiver forms and instructions with examples of acceptable documentation are included below. You will receive written notification if your waiver request has been granted, placed on hold or denied. If your household income increases by \$50 or more per month (\$600 per year) or your household size decreases, you are obligated to report this change to the District immediately.

Waived fees: The only fees that will be considered to be waived are registration fees.

Fees that will not be waived: Transportation, technology, extra-curricular fees, team sports (including Band, Jazz Band and Choir), Clubs (including percussion ensemble, intramurals, lost curricular materials, yearbook,

cap & gown, graduation fee, P.E. uniforms and locks, other lost materials, replacement ID's or planners, lost equipment, overnight trips, etc.

**SCHOOL HEALTH INFORMATION (Board Policy 7:100)**

I. Physical Examinations and Immunizations

Students entering kindergarten (or first grade if not previously enrolled in kindergarten), sixth and ninth grades at any Illinois public or private school (including charter schools) must provide proof of physical examination on a form approved by both the Illinois Department of Public Health and the Illinois State Board of Education. Students entering an Illinois school from out of state or out of country for the first time at any grade level must also provide the physical exam form. The exam must be completed no earlier than a year (365 days) prior to the start of attendance at an Illinois school.

The Child Health Examination Form labeled 11/15 must be used by students who need to provide proof of the physical exam for school year 2017-18. Either of the Child Health Examination Forms labeled 11/15 or 2/13 are acceptable for students prior to school year 2017-18

Following are the physical examination and immunizations requirements for the state of Illinois:

| X = REQUIRED  | For Students entering: |                   |              |                          |
|---|------------------------|-------------------|--------------|--------------------------|
| <u>FORMS</u>  | Pre-K                  | Kinder-<br>garten | 2nd<br>Grade | 6 <sup>th</sup><br>Grade |
| <b>Student Health/Medical Information (school form)</b>   | <b>X</b>               | <b>X</b>          | <b>X</b>     | <b>X</b>                 |
| <b>State Dental Exam Form</b>   |                        | <b>X</b>          | <b>X</b>     | <b>X</b>                 |
| <b>State Eye Exam Form</b>  |                        | <b>X</b>          |              |                          |
| <b>State Physical Form (front AND back):</b><br>On back of physical in doctor's section please be sure your doctor has filled out the following areas before leaving the doctor's office: | <b>X</b>               | <b>X</b>          |              | <b>X</b>                 |
| · TB skin test (strongly recommended)   |                        |                   |              |                          |

|   |          |          |          |          |
|---|----------|----------|----------|----------|
| · Diabetes Screening (mandated by State)      | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> |
| · Lead Risk Questionnaire (mandated by State) | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> |

|   | <b>For Students entering:</b> |                                |                      |                                 |
|---|-------------------------------|--------------------------------|----------------------|---------------------------------|
| <b><u>IMMUNIZATIONS</u></b><br>(for students <b>entering</b> grade;<br>doses must be documented on State Physical Form) | <b>Pre-K</b>                  | <b>Kinder-<br/>garten</b>      | <b>2nd<br/>Grade</b> | <b>6<sup>th</sup><br/>Grade</b> |
| · DTP/DTaP/Tdap   | <b>3 Doses</b>                | <b>4<sup>th</sup><br/>dose</b> |                      | <b>1 Tdap</b>                   |
| · IPV (Polio)   | <b>3 Doses</b>                | <b>4<sup>th</sup><br/>dose</b> |                      |                                 |
| · MMR (Measles, Mumps, Rubella)   | <b>1 Dose</b>                 | <b>2<sup>nd</sup><br/>dose</b> |                      |                                 |
| · Hepatitis B   | <b>3 Doses</b>                | <b>3<br/>doses</b>             |                      | <b>3</b>                        |
| · Varicella (Chickenpox)  | <b>1 Dose</b>                 | <b>2<sup>nd</sup><br/>dose</b> |                      | <b>2</b>                        |
| · MCV4 (Meningococcal Conjugate)  |                               |                                |                      | <b>1<br/>dose</b>               |

|                                      |               |   |
|--------------------------------------|---------------|---|
| · Hib (Haemophilus influenza type b) | <b>1 Dose</b> | <b>Not required after 5<sup>th</sup> birthday</b> |
| · PCV (Pneumococcal Conjugate)       | <b>1 Dose</b> | <b>Not required after 5<sup>th</sup> birthday</b> |

- **OUT-OF-STATE TRANSFER PHYSICAL** (an out-of-state or out-of-country transfer student must present a health examination that was completed within one (1) year prior to entry into an Illinois school. The health exam should be completed on a State of Illinois health form and provided within 10 days of entering the Illinois school.)

- II. Hearing Screening is required annually on all children in special education, children new to the district and teacher/parent referrals. A hearing screening is also required beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school a hearing screening is required at grades K, 1, 2 and 3.
- III. Vision Screening is required annually on all children in special education, children new to the district and teacher/parent referrals. A hearing screening is also required beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school a hearing screening is required at grades K, 2 and 8.
- IV. Religious and Medical Exemption

Religious and Medical Exemption, as defined by Illinois Department of Public Health is as follows:

The local school authority is responsible for determining whether the information supplied on the Certificate of Religious Exemption to Required Immunizations and/or Examinations Form constitutes a valid religious objection.

- The local school authority shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures, should there be an outbreak of one or more diseases from which the student is not protected, in accordance with the Illinois Department of Public Health (IDPH) rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690).
- Exempting a child from health, dental, or eye examination does not exempt the child from participation in the program of physical education training provided in Section 27-5 through 27-7 of the Illinois School Code [105 ILCS 5/27-5 through 105 ILCS 5/27-7]. A separate request for exemption from physical education, if desired, would need to be presented.

### **SEXUAL HARASSMENT (Board Policy 7:20)**

No student shall be subjected to sexual harassment or intimidation by any school employee, by other students and/or by the effect of any school policy or practice. If a student is found guilty of sexual harassment, he/she will receive up to a ten day out of school suspension with a possible recommendation of expulsion.

### **SNACKS**

One of the goals of our school district is to maintain a safe environment conducive to learning. Based on the severe allergic reactions that some of our students and staff have, there are some proactive measures we have put in place. Snacks must be on the approved snack list which is updated bi-monthly on the district website.

These measures are intended to strengthen the safety of our students and staff with food allergies. For classroom parties the PTA will be providing the same snack for all students.

## **SOCIAL ACTIVITIES**

The rules listed below should be followed at all school-sponsored functions:

1. Arrive no earlier than fifteen (15) minutes before the activity is scheduled to begin, unless directed otherwise by school personnel.
2. The approximate ending times for an activity will be announced before the event takes place. Transportation arrangements should be made ahead of time so that telephone calls are not necessary. In the event that an emergency necessitates a telephone call, students should feel free to speak to the teachers or school administrator attending the activity.
3. While attending school events, please follow these guidelines:
  - a. Regardless of whether the social activity is at our own school or at the site of another school, please stay inside the building. You will be asked to leave the school grounds if discovered outside the school building without authorization from school personnel.
  - b. Be a good sport and a courteous spectator at all times. Please refrain from booing. You may be asked to leave the activity for inappropriate behavior. You are a full-time representative of Mokena School District 159.

## **STUDENT EQUITY AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, sexual orientation, economic and social conditions, or actual or potential marital or parental status.

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

Any student may file a discrimination or sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

## **STUDENT PLACEMENT**

District and building administration do not accept individual requests from parents. Please understand that students will not be placed by preference, but are placed by educational need.

Student transfers from non-accredited private schools and home schools will be evaluated to determine proper grade placement. The placement will be considered temporary while the district evaluates the academic level of the student for the first thirty days.

## **STUDENT RECORDS** (School Board Policy 7:340)

Upon a written request filed with a school administrator, the parents of any student shall have the right to

review and request copies of official records directly related to their children. Per federal guidelines, the cost to copy student files is \$.10 per page. Parents may challenge the contents of the records and request a hearing.

Student temporary records will be destroyed five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school district. Permanent records are maintained for a period of sixty (60) years after the student has transferred, graduated, or permanently withdrawn from school.

The District may release personally identifiable directory information, photos and videotapes of students. Parent(s)/guardian(s) may prohibit such a release regarding their child/ward by submitting a written request to the building principal. Directory information shall be limited to

- name;
- address;
- gender;
- grade level;
- birth date and place;
- parents'/guardians' names and addresses;
- academic awards, degrees and honors;
- information in relation to school-sponsored activities, organizations and athletics; and
- period of attendance in school.

Note to divorced parents - Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail *when they are requested* by either parent, unless there is a court order to the contrary.

## **STUDENT SERVICES**

The Office of Student Services is a division of the school system that oversees a broad range of programs and services that directly support and encourage our students to succeed. Programs and services delivered are as follows:

- Special Education Programs Grades EC-8<sup>th</sup> Grade
- Child Find/Screenings
- Private/Parochial School and Home-schooled Participation
- Child Find Activities
- Home/Hospital Services
- Services Plan Program
- Section 504 Plans

Mokena School District is committed to providing a full continuum of alternative programs to meet the individual educational needs and learning styles of each child. The district is also committed to supporting and creating a collaborative work culture that encourages student support staff, general education staff, and parents to work together to provide the best education possible for all students.

### **Behavioral Interventions for Students with Disabilities**

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be

used, whenever possible.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution.

## **STUDENTS WITHDRAWING FROM SCHOOL**

Students shall return all textbooks and other such school property to the appropriate teachers. It is the student's responsibility to secure a "withdrawal form" from the school office and to acquire the signature of each teacher, indicating that all books and materials have been returned. After the slip has been signed, it must then be returned to the school office.

## **TECHNOLOGY (School Board Policy 6:235)**

### ***Access to the Internet***

The Board of Education's goal is to include the Internet in the district's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. "Internet" includes all information accessed by Internet sites, e-mail, on-line services and bulletin board systems.

The school district is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. Furthermore, the district will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### ***Curriculum***

The use of the Internet shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of the students.

The Internet is part of the curriculum and is not a public forum for general use.

### ***Acceptable Use***

All use of the district's connection to the Internet must be in support of education and/or research and be in furtherance of the Board of Education's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The district's Acceptable Use Policy (see Acceptable Use Policy pages 1 & 2) contains the appropriate uses, ethics and protocol for the Internet. The superintendent shall establish administrative procedures containing the appropriate uses, ethics and protocol for student use of the Internet.

## **TEXTBOOK CARE AND USAGE**

Most textbooks which are used in our school are loaned to the students. Material usage fees are charged for the purpose of paying for the materials used throughout the school year. These textbooks are the property of the Mokena School District.

New and used books alike should be covered to protect them from damage. There should be absolutely no marking in the books. Lost or damaged books should be reported to the teacher. Payment for such books will be required.

## **TRANSPORTATION POLICIES (School Board Policy 7:220, 4:110)**

Although the Mokena School District is not required to provide transportation to the students of the district, the

School Board has adopted a policy to provide fee based transportation to students.

Fee based bus service is on a first-come/first-served basis, space permitting. The fee for bus service for Kindergarten thru 8<sup>th</sup> grade is \$200 per students that live over 1.5 miles from school of attendance and \$375 per student that live under 1.5 miles from school of attendance.

Our buses are used to transport students on field trips and to extracurricular events. All students who attend such events as basketball games, fine arts contests, band contests, etc., must ride the bus both ways. Under certain circumstances where prior permission has been granted, a student may be released to his/her parents.

I. Bus Stop

- A. Be on time at the designated school bus stop.
- B. Stay off the road at all times while waiting for the bus.
- C. Always wait until the bus comes to a complete stop before attempting to board the bus.
- D. Help look after the safety and comfort of smaller children before boarding and after leaving the bus.
- E. At a discharge point, where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
- F. Inappropriate conduct either on the bus or at bus stops or any other action that in any way interferes with a student's bus-riding experience may be cause for immediate suspension of bus-riding privileges or other appropriate disciplinary actions.
- G. In order for student transportation to be as efficient as possible, it is our goal to have bus stops located at corners where sidewalks are available, or locations that allow students to assemble.

II. Bus Conduct

Students may be assigned to a specific seat on the bus. Surveillance video cameras equipped with audio recorders are installed on school buses for the safety and security of students and driver. Surveillance videos with audio recordings may be used for disciplinary purposes. Students are expected to conform to classroom behavior standards when riding on the bus. Students are expected to:

- A. keep hands and head inside the bus;
- B. keep buses clean;
- C. maintain an atmosphere which does not distract the driver;
- D. respect the bus and its equipment;
- E. remove books, lunches and other articles when leaving the bus;
- F. keep the aisles clear at all times;
- G. refrain from obstructing the driver's view;
- H. not throw anything out of the bus windows;
- I. remain seated with their backs against the backs of the seats;
- J. respect the authority of the bus driver;
- K. be absolutely quiet at railroad crossings;
- L. not chew gum or eat/drink on the bus;
- M. not use antibacterial spray, wipes or gels on bus
- N. not take animals, birds or insects on the bus. (If these are needed for school projects, other transportation must be arranged.)

III. Bus Discipline Procedure

Barring gross misconduct, the following progression of discipline will result from misbehavior on a school bus at the administrator's discretion:

First offense - discussion with student as to the inappropriate nature of such behavior and a letter to parents;

Second offense - issuance of an administrative consequence which may include an administrative detention.;

Third offense - suspension from school-provided transportation for one (1) to five (5) days and a parent/administrator conference

Fourth offense - suspension from school-provided transportation for more than five (5) days;

Fifth offense - exclusion from school-provided transportation for the remainder of the school year.

Transportation fees are non-refundable for any suspension or expulsion off the school bus.

At the administrator's discretion, a student may be suspended from school for inappropriate bus behavior.

#### IV. School-Sponsored Field Trips

Students are expected to:

- A. observe all bus rules and regulations;
- B. follow the instructions of the driver and chaperone(s).

#### V. Miscellaneous

- A. The driver is not permitted to stop at places other than the regular bus stops unless authorized to do so by a school administrator.
- B. Students must ride the same bus to and from school, and to the same location/address, for both the morning and afternoon bus runs.
- C. In the event of a **family emergency**, a student may ride a bus different from his/her regular assigned bus, provided legal seating capacity is available. An advanced request written by the parent/guardian must be submitted to the school office for approval by the transportation coordinator.
- D. Upon arrival at school, students must immediately report to their designated areas.
- E. Students who walk or are transported by parents should arrive at school **no earlier than twenty (20) minutes before the start of school** unless participating in a scheduled before-school program.

#### VI. Bus Evacuation

There are emergency exits on all buses, and riders should note their locations. In an emergency, students are to follow the procedures as outlined during evacuation drills.

### **VISITORS (School Board Policy 8:30)**

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the school's office and present valid identification. Any person wishing to confer with a staff

member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Parents wishing to observe a classroom must coordinate through the teacher and building principal. Care must be taken to avoid a disruption of the classroom learning environment. In most circumstances, observations should not last longer than one class period.

The school district expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a Board of Education member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any Illinois law, or town or county ordinance;
5. Smoke or otherwise use tobacco or look alike products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons or look alike;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
10. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
11. Violate other district policies or regulations, or an authorized District employee's directive.
12. Students are asked not to bring student guests to school during regular school hours.

# Appendix 1

## Pest Control & Use of Herbicides

Dear Parent,

Pest Control: Illinois legislature has impacted the manner in which schools handle pest control. Senate Bill #527 and SB #529 were amendments to the Structural Pest Control Act and the Illinois Pesticide Act that affect how bugs, mice, ants, etc. are controlled in schools. SB0527 (Public Act 91-0099) requires schools to notify parents and guardians two business days prior to pesticide applications outdoors. Since Mokena School District 159 does not normally use pesticides outdoors, this amendment did not really have an effect on our schools.

SB #529 (Public Act 91-0525), however, requires schools to adopt an Integrated Pest Management (IPM) program. IPM emphasizes preventive maintenance and inspections. Regular spraying is not part of the program. Applications of pest control products are made only when necessary to eliminate a pest problem. Material Safety Data Sheets (MSDS) are reviewed and the least offensive products are used. Prevention is the goal of our IPM program, with the use of traps and/or baits when pests are suspected or known to be present. If it becomes necessary to use any pest control products other than traps, baits, bleach, boric acid, approved crack & crevice products, or diatomaceous materials, notice will be posted two business days prior to the application. The only exception to the two-day notice would be if there is an immediate threat to health or property.

Use of Herbicides: Broadleaf and similar weeds that remain unchecked flourish in our lawns where they produce allergens and contact dermatitis that may affect public health negatively. In order to more effectively manage broadleaf and other similar weeds on school properties, it may be necessary to apply herbicide products. Precautionary measures are exercised to apply herbicides when school is not in session. Material Safety Data Sheets are available upon request.

If you would like to receive written notification prior to the application of any pest control materials not listed in the above paragraph, or to the application of herbicides, please complete the enclosed form and return it to the District Office.

If you have any questions, please contact the District Office at 342-4900.

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I would like to be notified at least two days before: 1) the use of any pest control products other than traps, baits, bleach, boric acid, or diatomaceous materials; and/or 2) the application of herbicides. I understand that if there is an immediate threat to health or property that requires intervention before notification can be sent out, I will be notified as soon as possible.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_