

PEMBROKE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #259
Lorenzo R. Smith Elementary School

STUDENT/PARENT HANDBOOK
Academic Expectations & Disciplinary Framework

SY 2022-2023



PEMBROKE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #259
Lorenzo R. Smith Elementary School

P.O. Box 546
Hopkins Park, IL 60944
District Office: 815-944-5448, Option 5
Fax: 815-944-9214
School Office: 815-944-5219, Option 3

Board of Education

Ira Sneed- President
Eurelius Ross- Vice President
Stacey Nobel- Secretary
Tonia Jones-Lafi - Assistant Secretary
Cleatie Butler – Treasurer
Fredrick Carter- Member

Dr. Nicole Terrell-Smith
Superintendent

Dr. Nita White
Assistant Superintendent/Principal

Colors: Royal Blue and Gold

Mascot: Mustang



Table of Contents

| | |
|---|----|
| Mission Statement..... | 4 |
| Pembroke School District #259 Priority Goals..... | 4 |
| Rights and Responsibilities..... | 5 |
| General Information | 5 |
| Disaster Drills..... | 5 |
| Entrance Requirements..... | 6 |
| Physical Examination- Immunization..... | 6 |
| Medication | 6 |
| School Pictures..... | 7 |
| Visitors | 7 |
| Disruptive Visitors/Parents..... | 7 |
| Student Records | 7 |
| Attendance, Tardies, and Truancy | 8 |
| Academic Standards..... | 9 |
| Elements of Grading | 9 |
| District and State's Grading Scale | 9 |
| Honor Roll | 9 |
| Beta Club | 9 |
| Progress Reports/Report Cards | 9 |
| Parent/Teacher Conferences | 10 |
| Testing of Students | 10 |
| Local Assessments -- NWEA | 10 |
| State Assessment | 10 |
| Homework..... | 10 |
| Textbooks..... | 10 |
| Eighth Grade Promotion..... | 10 |
| Promotion/Retention..... | 10 |
| Extracurricular Activities | 10 |
| Parent/Teacher Association (PTA)..... | 11 |
| Student Discipline Policy and Procedures | 11 |
| Group A: Classroom Rules..... | 12 |
| Group B: School Rules Established by Board of Education Policy | 13 |
| Hall Pass | 13 |
| Internet and Email Use | 13 |
| Group C: Rules of Law..... | 14 |
| Appeal of Hearing Board Decision | 15 |
| Suspension Procedures | 15 |
| Group A - Violations of Classroom Rules..... | 16 |
| Cafeteria Rules | 16 |
| Group B - Violations of School Rules and Board Of Education Policies | 16 |
| Electronic Devices | 17 |
| Forging Notes/Documents | 17 |
| School Bus Regulations and Behavior | 17 |
| Bus Rules | 17 |
| Use of Tobacco Products/ Possession of Matches or Lighters | 18 |
| Inappropriate Interpersonal Behavior | 18 |
| Gangs or gang-related activities | 18 |
| Dress Code | 18 |
| Student Code of Conduct (SCC) | 19 |
| GROUP C: ILLEGAL ACTS..... | 20 |

| | |
|---|----|
| Disruption of School | 20 |
| Bullying/Harassment/Sexual Harassment/Verbal/Physical Intimation | 21 |
| Gangs and Gang-Related Activity | 21 |
| Possession of personal beepers, cell phones and/or other telecommunication Devices | 22 |
| Physical Assault or Physical Harm to School Employees and Other Adults | 22 |
| Weapons and Dangerous Instruments | 22 |
| Possession of a Firearm | 22 |
| Gambling | 22 |
| Other Disciplinary Considerations | 23 |
| AFTER School Detention Protocol for 3rd-8th Grade | 23 |
| Level 1 | 24 |
| Level 2 | 24 |
| The following rules MUST be followed at all times while in detention: | 24 |
| <i>The student must be picked up no later than 4:30pm. If student is not picked up on time disciplinary action will be taken against parent or guardian</i> | 24 |
| District Parenting Program..... | 25 |
| Laws..... | 26 |
| Appendix A..... | 29 |
| Appendix B..... | 30 |
| Appendix C..... | 32 |

Mission Statement

The mission of Pembroke Community Consolidated School District #259, a progressive rural district, is to assure each student develops a solid foundation of knowledge, skills and character to maximize his or her potential - by providing quality staff and quality

programs while engaging parental and community involvement in a caring and nurturing environment. **Our Promise to Our Stakeholders**

- We will always operate a safe learning environment.
- No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly justify cost, provisions are made for staff development and evaluation.
- No program or service will be retained unless it makes an optimal contribution to the mission and benefits continue to justify the cost.
- We will not tolerate behavior which demeans the self-worth or dignity of any individual or group.
- We will not tolerate unsatisfactory performance by any staff member.
- We will not accept failure as a final for any student.

Strategies

- We will develop and implement a plan to ensure all teachers are fully implementing the aligned curriculum, instruction and assessment program using proven strategies and data-driven decisions.
- We will integrate and model character traits of respect, responsibility, trustworthiness, honesty, fairness, and citizenship district-wide.
- We will improve the relationship among all stakeholders in order to empower family, community and staff as genuine partners in achieving our mission and objectives.
- We will design a system that will assist students in developing and completing personal plans related to academics, creative arts, and career exploration.
- We will secure human and financial resources necessary for achieving our mission and objectives.

Objectives

- All of our students will demonstrate at least extensive academic growth in Math and Reading as measured by Illinois Assessment of Readiness (IAR), the Northwest Education Association (NWEA) assessments and various local district assessments.
- All students will develop and consistently demonstrate the traits of respect, responsibility, trustworthiness, honesty, fairness and citizenship. Each student will complete a personalized plan in the areas of academics, creative arts, and personal exploration.

Beliefs

- WE BELIEVE THAT...
- All people can learn.
- Honesty is necessary to sustain trusting relationships.
- All people have worth.
- A quality education enhances opportunities.
- Faith builds our minds and souls.
- Education is a shared responsibility of school, student, family and community.
- Personal discipline and effort are essential to one's success.
- Individuals are responsible for contributing to their community.
- Change demands that people learn throughout life.
- Motivation is essential for self-esteem and achievement.
- People have the power to rise above their circumstances.

Pembroke School District #259 Priority Goals

Language Arts:

That all students demonstrate at least 1 year of academic growth by the end of the year as measured by Illinois Assessment of Readiness (IAR) and curriculum assessments

Math Goal:

That all students demonstrate at least 1 year of academic growth by the end of the year as measured by Illinois Assessment of Readiness (IAR) and curriculum assessments.

STEM:

To expose students to Science, Technology, Engineering and Mathematics (STEM) curriculum aligned with 21st Century Learning Standards.

Social Environment Goal:

Improve students' productivity for learning by including social skills instruction in the curriculum.

Family Involvement Goal:

Support learning and a better understanding of the district and community's expectations for students.

Equity and Opportunity:

No student shall, on the basis of 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.

Rights and Responsibilities

Students, parents, administrators and teachers have the right to a safe and suitable environment and the responsibility of maintaining that environment.

Administrators have the responsibility to ensure the quality of the educational program and the security of the school. Students are expected to abide by the rules and regulations of the school system and apply themselves to the learning process.

Teachers, principals and administrators have the authority to discipline the student in accordance with the district policy when a student violates rules or district policies outlined in the code of conduct.

General Information

School Hours

School begins at 8:00 a.m. and ends at 3:15 p.m. All after-school classes begin at 3:15 p.m. and end at 5:15 p.m.

Arrival/Dismissal

No students will be allowed in the building prior to 7:30 a.m. Students who are transported to the school by bus must exit/board the bus and enter /leave the building at the designated area. Students whose parents bring them to school must also enter the building at the designated area. Parents please do not block the bus lanes of traffic.

To prevent tardiness, all students need to arrive between 7:45 AM and 8:00 AM.

Emergency School Closing

The official announcement of a school closing will be made no later than 6:30 AM utilizing the District's Robocall System and the District's website (www.psd259.org). Every effort will be made to have the announcement made before 6:30 AM. Generally, school will remain in session during inclement weather, but if there are any changes to the day's schedule, you will be notified. There will also be early dismissal for teachers' meetings, school improvement meetings, and parent conferences. (See calendar for times and dates) Please make alternate arrangements for your child at these times as they will not be permitted to enter/remain in the school building.

Disaster Drills

From time to time school officials will stage unannounced fire and/or disaster drills in order to prepare students for a possible emergency. Fire evacuation routes and other disaster procedures are posted throughout the building. Early in the year, students will receive instructions on proper disaster drill procedures. During drills, there is to be **ABSOLUTELY NO TALKING**. Teachers must have students' undivided attention while the drills are in progress.

Student Information Process

During registration, you will need to fill out an information card on your child. This information is kept in the Principal's office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change your address or telephone number during the year. It is important that our records are kept up to date so we can better service you in case of an emergency.

Homeless Children

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or where the child was last enrolled. A homeless child living in a District school's attendance area may attend that school. A

homeless child is defined as one lacking adequate nighttime residence and includes: children sharing housing with friends and relatives due to financial hardship, children who have a primary nighttime residence that is a public or a private accommodation not designed for human habitation, children living in cars, parks, substandard housing, shelters, and migratory children. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, contact the School District Homeless Education liaison.

Entrance Requirements

Students 3-5 years of age must be screened for pre-kindergarten. Students entering kindergarten must be five years old before September 1st. Students entering first grade must be six years old before September 1st. Students entering Pre-K, Kindergarten, or the fifth grade are required by law to have physical, dental, and updated immunization records. All students entering the District must have a certified birth certificate, an Illinois certificate of immunizations, proof of residency, and a social security number. If your child attended school in another district, he/she must have a copy of his/her transfer records and all of the above requirements.

Breakfast and Lunch Meals

All students enrolled at Lorenzo R. Smith Academy will receive breakfast and lunch at no charge.

Meal Prices Adults:

- Breakfast - \$3.00
- Lunch--- \$5.00

Students are permitted to bring sack meals; however, students are not permitted to have both a sack meal and a free lunch tray. Beverages must be in a plastic container.

Canned pops are not allowed with any meals. No student receiving a school lunch (paid or free/reduced) will be permitted to bring snacks to the cafeteria.

- A. Students are expected to follow the cafeteria rules. Disciplinary action will be taken if rules and common courtesies are not followed.
- B. No food is to leave the cafeteria.
- C. Students who have been diagnosed with allergies and cannot eat certain foods must

have parents present a doctor's notice at registration.

Physical Examination- Immunization

Illinois State Law requires a medical examination of students before they enter pre-school, kindergarten, sixth grade, and ninth grade. Evidence must be shown that he/she has been properly immunized against diphtheria, tetanus, whooping cough, measles, rubella, mumps, hepatitis B and polio. If your child has not been to the doctor for a physical examination, it must be completed before entering school. All new students who are first-time registrants shall have 30 days following registration to comply with health examination and immunization regulations. Any student who is not in compliance with state laws on October 15th will be excluded from school until compliance is met.

Health Issues

Every effort should be made to schedule medical or dental appointments after school hours. If an exception is necessary, the student must submit a statement from the doctor or dentist indicating the time spent in his/her office. Students with a long-term illness or injury should seek medical attention and should present a doctor's statement if they are not recommended to participate in regular school activities. Parents must disclose any major illness/injury to the school office at time of enrollment, or upon diagnosis of such illness.

Pregnant or Parenting Students

Students with special issues will be offered Special Services for Academic help in obtaining class credit.

Medication

Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a written authorization from the physician and parent/guardian that include the name of the medication and instructions for its administration (time and dosage).

Lorenzo R. Smith Academy staff are prohibited from providing or administering any medication, including aspirin, to any student.

Toxic Substances

Before being ordered, every effort will be made to determine the toxic level of any substance that will be used in the school.

SMOKING IS PROHIBITED ON SCHOOL PROPERTY

Student Transfers

If you are moving and need to withdraw your child from the district, please call or come to the Principal's office at least two days prior to the withdrawal date. Student transcripts will be handled from the Principal's office. Parents who will be transferring their children from the district must complete an "in good standing" student transfer form and then the student records will be mailed to the receiving school. All textbooks used by students must be returned to the homeroom teacher. Parents are responsible for damaged books or books that are not returned.

Students who leave school, for any reason, must checkout through the principal's office. Students may only be checked out by those whose names appear on the registration card, or those designated by the parent/guardian. Parents/guardians must sign a form in the principal's office prior to taking a child from a building.

Parent Notification of Controversial Subject Matters

Parents will be notified in advance of any controversial topics that will be taught in class. Permission slips will be sent to Parents before a student is allowed to be in class during the teaching of those particular topics.

School Pictures

Individual pictures are taken by a professional photographer annually. Students have the option to purchase a class/individual picture.

School Supplies

Students are responsible for bringing supplies to school daily (e.g. pencils, paper, ruler, erasers, etc.).

Field Trip Permission

Any student travelling under the sponsorship of the

school is required to have written permission from the parent/guardian in order to participate. Students must earn their field trip. **The Principal/Administrators have the final word on a student's field trip attendance.**

Visitors

Parents/Guardians' visit to the school is always welcomed and encouraged. **However, all parents or visitors must use the main entrance, report to the office, present a picture ID and sign in when entering the building. Visitors will not be allowed to meet with teachers during the school day without an appointment.** To gain entrance, please push the button to the right or left of the entrance doors. All messages for students should be directed to the office where they will be relayed to the students before the end of the day. We do not allow visiting students under any circumstances.

Disruptive Visitors/Parents

Persons whose conduct disrupts the safe and orderly operations of school facilities, in the reasonable judgment of authorized school personnel, may be required to secure permission to be on school facilities in advance. In some circumstances, such behavior could result in serious consequences such as removal from the property or a phone call to the police. Severely disruptive behavior by visitors/parents could result in the individual not being allowed on school property or in attendance at school activities for up to one (1) year.

No person shall remain in any school building or on the school grounds thereof or on grounds owned and used by the school after being requested to leave the premises by a principal, his/her designee, person charged with the responsibility for the facility, school security officer, or a law enforcement officer. Anyone who trespasses, loiters, or fails to comply with a request to leave the premises of a school facility given by an individual authorized to make such a request shall be in violation of the rules and regulations of the Pembroke School District and subject to legal action and/or prosecution under law. Law enforcement will be contacted if such behavior is exhibited.

Student Records

Pembroke Consolidated School District #259 has established a policy insuring the privacy of student educational records as required by federal law. The

Student record is the written history of the performance and the activities for each child enrolled in a school. The records contain all of the state and federal mandated information and any other information necessary to evaluate a student's progress. It will also give a brief description of student tenure in a local public school. Each student record is divided into two parts: the permanent record (the record which is kept for at least five years) and the temporary record (which must be destroyed five years after a student leaves the school). The permanent record contains that information which could be necessary for the student for the rest of his/her life. The temporary record contains the information that is most important to have during the student's school year.

Student Permanent Records and the information contained therein will be maintained for sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

Access to Records by Parents and Students

The right to inspect and copy student educational records (both permanent and temporary) is allowed to parents or guardians of students under the age of

18. Any student aged 14 or older also has the right to read and review his or her temporary and permanent educational records. Request for a review of records must be made in writing. The Principal will arrange an appointment within two weeks for the review of records. No personal information may be made/copied available to individuals, agencies, or organizations without consent of the parent/legal guardian.

Attendance, Tardies, and Truancy

Board Policy 7:70 (updated)

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or

her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absences from School

It is the parent/guardian responsibility to notify the school within 24 hours whenever your son/daughter is absent. Students will be allowed 5 days of excused or explained absences per semester. After the five days of absences, all subsequent absences may require a note from a physician verifying the illness to excuse the absence. An accumulation of unexcused absences will result in the Kankakee County Attendance Assistance Program (Truancy) program being notified.

Excused Absences: When a return from an excused absence, the student has two days for every excused day if absence in which all make up work may be turned in.

- ▶ Absences of 3 consecutive days or longer will require a physician's note in order to be excused.
- ▶ Illness verified by parents up to 5 days per semester.
- ▶ Death or serious illness in the immediate family.
- ▶ Unavoidable medical or dental appointment. The absence will be marked unexcused until a note from the physician is provided.
- ▶ Religious Holidays.

Absences

Listed below are excusable absences:

1. Illness
2. Death of a family member
3. Medical reasons
4. Legal reasons
5. External educational activity
6. If you participate in "Take Your Daughter or Son to Work Day." Please note if you go to work with your parent(s) on this day, you will be excused but you will be counted absent.

When you have been absent, you must bring to school on the first day you return a written excuse from your parent/guardian explaining why you were absent. If you are frequently absent, the principal may ask that your parent/guardian provide more information about your absences.

Check-outs from School

Students who leave school, for any reason, must checkout through the Principal's office. Students may only be checked out by those whose names appear on the registration card, unless the school receives written permission from the parent/guardian with additional names. Parents/guardians must sign a form in the Principal's office prior to taking a child from a building. No students should ride bikes if they live beyond the state requirement, written notification must be provided if a child is to walk to/from school, failure to abide will result in disciplinary action. Parents must call by 2 pm when requesting a change in a student's normal method of transportation.

Tardiness/Classroom Tardiness

Students are required to report to school no later than 8:00 a.m. and no earlier than 7:30 a.m. Tardiness is inexcusable for the same reason as absences.

Academic Standards

Standards of successful academic achievement will be expected of each student enrolled in Pembroke Community Consolidated School District. In order for our students to attain successful academic standards several practices have been implemented.

Students must maintain a "C" average or above in core subjects to participate in any extracurricular activities.

Subject Areas

1. Reading/Language Arts

2. Mathematics
3. Social Studies
4. Science
5. Physical Education/Health
6. Instructional Technology
7. Music

Elements of Grading

A student's grade should reflect the following:

1. Student's performance in the tasks assigned by the teacher in the class.
2. The breadth and depth of knowledge acquired by the student in the subject matter.
3. The amount and quality of participation by the student in classroom activities and discussion.
4. The attendance of the student
5. The effort put forth by the student.

Letter grades are given at the end of each nine weeks and semester. Only semester grades are recorded on a student's permanent record card. The following grading scale will be used by everyone.

District and State's Grading Scale

| | |
|--------------|--------------------------------|
| 90 - 100 = A | A = 4 Points (Superior) 80 |
| - 89 = B | B = 3 Points (Proficient) |
| 70 - 79 = C | C = 2 Points (Average) |
| 60 - 69 = D | D = 1 Point (Below Average) 59 |
| & Below = F | F = 0 Points (Failure) |
| | I = 0 Points (Incomplete) |

Honor Roll

Students must maintain a 3.75 (high B) or above average to be eligible for the honor roll. The honor roll will be printed in the local newspaper and posted on the bulletin board in the school. (See appendix A).

Beta Club

Students in grades 5th - 8th who maintain honor roll status will be eligible to join the National and Local Junior Beta Club (honor society). The initial nonrefundable joining fee is \$20.00. Local annual dues are \$7.00. Beta Club members will be placed on probation if their GPA falls below 3.0. Failure to regain their 3.0 status after two marking periods will result in elimination. Fees are nonrefundable.

Progress Reports/Report Cards

Progress Reports will be sent home midway of each ten-week marking period. Report cards will be issued

at the end of each ten weeks. (See calendar for dates.)

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled twice per year. Please make every effort to attend. If you wish to meet with your child's teacher at other times, please call the office to schedule a conference. This conference should take place during a teacher's planning time only, so that instructional time is not interrupted. Teachers require a 24-hour notice before any parent conference.

Testing of Students

Local Assessments -- NWEA

K-8th grades is a computerized assessment program that provides immediate feedback in reading and mathematics for grades kindergarten through high school. The reports are aligned with state standards and use the same coding systems.

State Assessment

Illinois Assessment of Readiness (IAR)

These high-quality 3rd–12th grade assessments in Mathematics and English Language Arts/Literacy give teachers, schools, students, and parents better information whether students are on track in their learning and for success after high school, and tools to help teachers customize learning to meet student needs.

Homework

Homework is considered a part of each class. Teachers may use homework to reinforce learning, as an extension of classroom activities, drill and practice, or to share with parents what is going on in the class. Standards for homework include neatness, correct spelling, proper form (teacher specification) and legible handwriting. Students should expect homework daily. Failure to turn in homework assignments on time will affect class grades.

STUDENTS MUST DO THEIR HOMEWORK AS INSTRUCTED BY THE TEACHER.

Textbooks

During the first week of school, textbooks will be issued to all students. Parent/guardian and students are responsible for the proper care of all textbooks, supplies, technical equipment, and furniture

provided by the school. Students who disfigure property or cause damage to school's property or equipment will be required to pay for the damages. Lost textbooks are also the responsibility of the student and his/her parents. All fines are to be paid in the Principal's office.

SCIENCE FAIR

All students in grades K- 4th will have the opportunity to participate in the Science Fair. Science Fair projects are mandatory for grades 5th-8th grade. Specific dates and timelines will be provided by the classroom teacher.

Eighth Grade Promotion

Eighth grade students must successfully meet the following requirements, in addition to District #259 requirements, prior to promotion students must also complete the following:

State Requirements

- a. Pass the United States Constitution Test
- b. Pass the Illinois Constitution Test

District #259 Requirements

- a. Students are expected to obtain at or above grade equivalency in reading and math on state assessments.
- b. Maintain passing grades each semester in all subject areas.
- c. Pay delinquent fees, (e.g., books, damage to property.)
- d. Students must pass final examinations for promotions.

Promotion/Retention

All students who have completed their grade requirement shall be promoted to the next grade.

Any student failing to meet the promotion criteria will be retained for the upcoming school year. See Appendix B for complete requirements.

Extracurricular Activities

Extra-curricular activities in the district include: Junior Beta Club, Volleyball, Track (boys/girls), Baseball (boys), and Basketball (boys/girls).

Physical examinations are mandatory before participating in any sport. Parents are responsible for

all physical examinations.

Students wanting to participate in these activities must maintain a C average or better. Referrals/grades will be monitored by the athletic director and/or coaches weekly to determine eligibility.

Co-Curricular Activities

Pembroke School District #259 has several co-curricular activities that students may participate in. The activities are as follows: Career Day, Spelling Bee, Black History Program, Nutritional Fair, and St. Jude's Math-A-Thon. We encourage you to join as many activities as you want. These activities are concentrated toward Student success. Parents are welcome to attend these activities. Please support our children.

Sports

Lorenzo R. Smith School offers an athletic program for 5th, 6th, 7th, and 8th grade students. All students who participate in these sports must maintain a "C" or better average to be eligible.

Field trips

Students attending field trips cannot have any more than two (2) referrals per semester. Teacher and administration will ultimately determine whether students will attend field trips based on the severity of the referral. All field trip chaperones must be 21 years of age or older.

Lock Rental

All students are required to have a lock on their lockers. It is expected that all locks for lockers be **rented** from L.R.S. for a price of **\$3.00** per year and returned at the end of the school year. If the lock is not returned, you will be required to pay a fee of \$5.00 for the missing lock. If a parent chooses to purchase a lock it can be purchased from the school for \$8.00. Locks purchased from school can be used in the upcoming school year. Lockers must remain free of stickers, debris, markers, etc.

Special Celebrations:

Parents, please call the school to get permission from the Principal for the below special occasions.

- a. Birthday parties
- b. Celebrations

Parent/Teacher Association (PTA)

The Parent/Teacher Association (PTA) provides an excellent opportunity to establish better relations between parents and teachers. PTA meetings are held the second Tuesday of each month. These meetings provide great opportunities to inform parents about school life and how to best help their child.

Student Discipline Policy and Procedures

The rules governing discipline and conduct are written so that parents, students, teachers, staff, and administrators know what is required of students. By working together under clearly stated and consistently enforced rules, we can administer firm and fair practices. Policies and procedures of discipline are designed to establish respect for authority, self, and for property and to maintain favorable learning conditions free from distractions and misbehavior. The rules of Good Student Behavior apply to all students. These rules are divided into three groups: A, B, and C.

Student Discipline

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment and its teachers shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all District students.

The School Board's disciplinary policies may include but not be limited to the following disciplinary measures:

1. Expulsion
2. Suspension (in-school and out-of-school or until parent conference)
3. Removal from the classroom
4. Denial of privileges
5. Placement into an Alternative Education Program

Prior to receiving a disciplinary action, the student shall be given the opportunity to deny or explain his or her misconduct to the classroom teacher and/or building administrator.

Under the direction of the Superintendent, school personnel shall establish, regularly review and revise, if necessary, procedures for implementing the School Board's disciplinary policies.

Within fifteen (15) days of the start of school,

a copy of the district's discipline policy(s) shall be distributed to the students' parents or guardians through a Student/Parent Handbook. An explanation of the discipline policy (s) shall be contained within this Student/Parent Handbook.

Rights and Responsibilities

The School Board, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect the standards of good citizenship demanded of members of democratic society. Self-discipline (responsibility for one's actions) is one of the ultimate goals of education. The School Board believes also that while education is the right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or privilege, that is, students who fail to perform those duties required may be excluded from the school.

Citizenship and moral responsibilities:

- A. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.
- B. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration of the rights and privileges of others.
- C. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.
- D. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.
- E. Rights:
 - 1. To attend school
 - 2. To express his or her opinion

respectfully verbally or in writing.

- 3. To expect that the school be a safe place for all students to gain an education.

F. Responsibilities:

- 1. To become informed of and adhere to rules and regulations established by the School Board and implemented by District administrators and teachers.
- 2. To respect the rights and individuality of other students and school administrators, teachers, and staff.
- 3. To refrain from libel, slander and obscenity in verbal and written expression.
- 4. To dress and groom in a manner that meets District standards of health, cleanliness and safety.
- 5. To be punctual and present in the regular or assigned school program to the best of one's ability.
- 6. To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process.

Group A: Classroom Rules -

These are common rules of good behavior established by the classroom teacher to maintain good order and a climate which fosters learning and orderly behavior.

- 1. **FOLLOW** the District Dress Code and make sure you hang up your coat and book- bag.
- 2. **GET PERMISSION** (by raising your hand) to talk or get out of your seat in the classroom.
- 3. **RESPECT** yourself, **RESPECT** classroom, **RESPECT** all authority figures in the school, and **RESPECT** the property of others.
- 4. **BE RESPONSIBLE** by bringing all your materials to class on time, by handing in assignments on time and by working cooperatively with your teacher and classmates:
 - 1. First offense

- a. Conference with student.

2. Second Offense

- a. Conference with student, and adjustment of student's seating, arrangement or loss of classroom Privileges.

3. Third offense

- a. Referral to Administration with request for parent conference.

4. Students being blatantly defiant and other acts of aggressive behaviors.

Defiant Behaviors include:

- a. Refusing to do as instructed
- b. Disrespectful to teacher(s) and students(s)
- c. Verbal defiance (using profanity to express oneself to others)

These behaviors will automatically merit a referral to the administrator for disciplinary measures.

Group B: School Rules Established by Board of Education Policy -

Board of Education policy is binding on every student, teacher, staff member, and administrator in the school system. School rules have been established in accordance to Board Policy and define student behaviors which seriously disrupt the orderly educational process.

Hall Pass

It is imperative that whenever students are in the hallway, they carry a pass.

Internet and Email Use

Students will not be permitted to use the Internet or e-mail at school unless permission is granted by a parent or legal guardian and the student signs an agreement to terms of use.

Student's use of the Internet and e-mail at school is a privilege, not a right. If a student abuses his/her privilege, he/she may lose his/her privilege to use the Internet and/or e-mail at school.

1. Student use of the Internet and e-mail shall be

for educational purposes only.

2. Students shall not access the Internet or e-mail unless such use is at the direction and under the supervision of a teacher and/or staff member.
3. Students shall not use the Internet or e-mail for commercial or for-profit purposes.
4. Students shall not use the Internet or e-mail to intentionally seek information obtain copies, or modify files or other data, or passwords belonging to other users, or misrepresent other users on the system.
5. Students understand that all communications and information accessible via the Internet or e-mail is the private property of the author and shall respect it as such and abide by applicable copyright laws.
6. Students shall not use the Internet or e-mail in such a way as to disrupt use by others; students shall not destroy, modify or abuse hardware or software in any way; students shall not access, process, develop, download or distribute files dangerous to the integrity of the system.
7. Students shall not install or download copyrighted software.
8. Students shall not use the Internet or e-mail to access, process, develop, download or distribute pornographic materials, including but not limited to text, images, or sounds.
9. Students must receive prior written approval to subscribe to Listservs, Blogs or websites via the Internet or e-mail.
10. Students shall not use the Internet or e-mail to access, process, develop, download or distribute hate mail, harassment or discriminatory remarks.

Students who misuse the Internet or e-mail at school or access the Internet in a way that is not approved by school authorities will be suspended from use for a period not less than one (1) week. Serious or repeated misuse of the Internet could result in permanent loss of Internet and e-mail privileges. Further information regarding Internet and email use can be found in the District Acceptable Use Policy document, available at registration.

Consequences:

- 1st Offense - Loss of computer privileges for one (1) day; call parents
- 2nd Offense – Parent conference required;

loss of computer privileges

- 3rd Offense – Student suspension

Students Should Also Be Warned That Breaking These Rules Violate School Board Policy and Law Enforcement May Be Notified

Group C: Rules of Law

Rules of Law are binding on every student, teacher, staff member, administrator in the school system. Laws that have been enacted by the county of Kankakee, the State of Illinois, and/or the United States Government define criminal behaviors everywhere in our society. The school is no exception to these laws.

The Classroom Teacher Discipline Plan

The classroom teacher is the primary classroom disciplinarian and has the main responsibility for instruction in good behavior and the establishment of an orderly classroom environment. The teacher along with the students must establish a working classroom Discipline Plan that fairly outlines for students the rules of good behavior.

Special Students

No person/student shall be denied or excluded from participation in any program or activity on the basis of disability, sex, race, religion, national origin, color or age. Students with disabilities will generally follow the Rules of Good Conduct, however, each student's disability must be considered in determining the consequences of his behavior.

Students with disabilities may be suspended immediately if the student poses an immediate threat to the safety of himself/herself/or others. In applying the Rules of Good Conduct, it must be determined whether or not the handicapped student's misconduct is affected by his/her handicap.

Violations of School Rules

The classroom teacher will deal with general discipline disruptions by using his/her classroom discipline plan. Only when the teacher's classroom discipline plan has proven ineffective, or the offense is continuous or severe is the student to receive an Office Referral to the Dean. Parents will be notified, in writing, each time a discipline referral is issued. Excessive referrals (5 in a semester) will result in loss of field trip privileges, extra-curricular activities, after school activities, and/or other

consequences.

School Sponsored Events (including celebrations and other activities during the school day)

No student will be allowed to attend school sponsored events if:

- student is suspended
- student has demonstrated disrespect to staff or school property (3 occurrences in a quarter)

Disciplinary Due Process

Disciplinary action may occur at the school level and district office level. The Principal or designee will investigate a student's alleged misconduct and determine whether disciplinary action is necessary. If the Principal witnesses or has knowledge of any serious student misconduct and the Principal thinks that immediate removal of the student is necessary to restore order or to protect persons on the school grounds, the principal may suspend the student immediately for not more than two (2) days* (summary suspension). The Principal is not required to conduct the investigation prior to a two (2) day summary suspension but should complete an investigation and determine further disciplinary action, if any, at least by the end of the school day following the two (2) day summary suspension. The summary suspension will not appear on the student record if the investigation clears the student of any wrongdoing.

Discipline Hearing

Student Services may convene a school board hearing within ten (10) days from the date the Principal referred the case. This board will determine whether the student has violated a rule of serious misconduct and, if so, the penalty for such violation. Student Services will notify the parents by certified mail of the outcome and disposition and will give notice that the student has the right to appeal the punishment of the office of Student Services or the disciplinary school board hearing within five (5) days. Parent's failure to appear before the school board constitutes a waiver of the hearing. Student disciplinary hearings will be scheduled within ten (10) days of the beginning of the suspension. The timeline may be extended with the consent of the parents under extenuating circumstances as

determined by the department of Student Services. The hearing may be attended only by the school board members and administrators.

Appeal of Hearing Board Decision

The student may appeal the decision of the school board.

PBIS

PBIS (Positive Behavior Interventions and Supports) [is an evidence-based](#), tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, [PBIS improves](#) social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

Suspension Procedures

When it becomes necessary to suspend a student, notice of the charges will be given and the student will have the opportunity to discuss the charges. Parents will be notified by telephone, if possible, of the suspension before the end of the school day. Refusal to cooperate is automatic grounds for OOSS. If the suspended student's presence at school does not create a continuing danger to persons, property, or ongoing threat of disruption, the student may be allowed to remain in ISS until the end of the school day. The suspended student, however, will not be allowed back into his/her regular classroom until the suspension is served. The written suspension notice is to be sent to parents at the time of the suspension.

1. In-School-Suspension (ISS)

Student will receive a definite number of days, not to exceed three days per offense. Parents have the right to arrange a conference with the Dean. Any student assigned to ISS will be given academic work correlated to their regular classroom work. The students will be expected to have all assignments completed and graded by the ISS teacher by the end of their suspension. Students are expected to follow all ISS classroom rules. Violations will result in automatic Out-Of- School Suspension.

2. Out-Of-School-Suspension

Student will receive a definite number of days as determined by the offense. Parents have the right to arrange a conference with the Dean. In the case of severe disruptions or illegal activities, students will be removed from school immediately and parents will be notified. Parents will be expected to attend a conference to discuss a behavior modification plan.

3. Discipline- Expulsion

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or hearing officer appointed by it. If a hearing officer is appointed by the Board, he shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his parents or guardians may be represented by counsel, present witnesses and other evidence on his behalf and cross-examine adverse witnesses. The expulsion hearing shall be bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of gross disobedience or misconduct as charged. After the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of gross disobedience or misconduct as charged, it shall then bear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the

student.

Group A - Violations of Classroom Rules

The classroom teacher will deal with general classroom disruptions by using his/her classroom discipline plan. Only when the teacher's classroom discipline plan has proven ineffective, or the offense is continuous or severe is the student to receive an Office Referral to the Dean/Principal. These acts of misconduct include those student behaviors which disrupt the orderly educational process in the classroom or anywhere else under school jurisdiction, such as the following:

Offenses

1. Failure to bring material to class (books/supplies, etc.)
2. Tardiness and excused absences
3. Distraction of other students (including talking excessively, making noises, provoking or harassing other students, interrupting class functions, etc.)
4. Littering
5. Not completing assignments or homework
6. Gum chewing or eating candy
7. Wearing coats in school after arriving to the homeroom at 8:00 A.M.
8. Running in the school (P.E. excluded)

Any other offense which the principal and teacher may deem reasonable that falls within this category of acts of misconduct.

Consequences

Level 1: Up to three verbal reprimands Level 2:

Office Referral

Level 3: Parent Conference Requested

Offenses

1. Cutting Class
2. In the hallway/unauthorized area without a hall pass
3. Failure to follow directions

Consequences

Level 1: Office Referral

Level 2: Parent Conference Requested

Assemblies

Assemblies will be given throughout the year. Students are expected to sit with their teacher. Students are expected to be courteous, respectful, and attentive during any assembly.

Cafeteria Behavior

We expect students to display proper lunchroom behavior during breakfast and lunch. The students are expected to keep the noise at an appropriate level. Rules will be developed and posted in the lunchroom.

Cafeteria Rules

Students may also bring their lunches and purchase milk. These are a few rules that will ensure a pleasant cafeteria atmosphere:

1. No cutting in line is permitted.
2. No throwing food, milk cartons, or any other objects.
3. Non-nutritional meals are not allowed to be eaten in the cafeteria during lunch.
4. Clean up your eating area when you have finished your meal.
5. If you are sitting at a table, you are responsible for that area.
6. Keep talking at a normal level. (No shouting across the cafeteria)
7. Use washroom with the permission of cafeteria supervisors.
8. When finished, wait to place tray and trash in proper places and line up to pass out.
9. Students will remain seated until dismissed by a cafeteria supervisor.
10. Students will leave the cafeteria in a quiet orderly manner.

Consequence:

Lunch detention will be served for any rules violated in the cafeteria.

Group A Consequences May Not Be Appealed Beyond The Local School Level (Principal)

Group B - Violations of School Rules and Board Of Education Policies

These acts of misconduct include those student behaviors which seriously disrupt the orderly educational process in the classroom or other areas of a school jurisdiction and/or those misbehaviors that are against the Pembroke Board of Education Policies.

Electronic Devices

Students are not allowed to bring any electronic devices such as: cell phones, radios, cameras, etc. Personal property will be confiscated and kept in the Principal's office. The school is not responsible for personal items stolen at school. Parent/guardian may pick up their child's items in the Principal's office.

Cheating

Students shall not engage in any act of deception or falsification of any work. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.

Consequences

School District Plan:

- *Zero on the assignment
- *Parental conference.

Forging Notes/Documents

Students shall not provide false information to school officials, parents, or guardians with respect to any report card, attendance matter, grades, progress reports, discipline matter, or any other school business.

Consequences

School Discipline Plan:

- *One day OOSS

Abusive, Harassing/Sexual Harassment, Profane, Obscene, or Seriously, Disrespectful Words, Acts of Touching, Gestures, Signs, Verbal Threats, or Other Acts of Misconduct That the Principal/Dean/Teacher May Deem Reasonable

Students shall respect other students, visitors, school employees, and other people by using appropriate language and behavior at all times. Any action which is abusive, harassing, profane, obscene, or seriously disrespectful and which disrupts the learning process for any student, or which demeans/degrades another person is specifically prohibited.

Consequences

School Discipline Plan:

- *Three days OOSS

School Bus Regulations and Behavior

Students are expected to follow the directions of the bus driver who is in charge. Students who misbehave or persist in violating any of these rules/regulations are subject to disciplinary actions by the Principal and/or Board of Education Suspension of the privilege of riding the bus to school for a period of one to ten days will be enforced. Gross misbehavior may result in permanent removal from the bus and/or suspension or expulsion from school. Violations of these rules/regulations will be documented on a Bus Referral Form.

Bus Rules

1. The driver is in full charge. The relationship between the driver and the rider on the bus is the same as between the teacher and pupil in the classroom.
2. Students must obey the driver respectfully and promptly. The right to ride the bus depends upon good behavior and obedience to school rules.
3. The driver will notify the building administration of any repeated violation of the rules. Drivers will not put up with bad conduct, back talk or defiance. Offending students may be forbidden, by the Principal/Dean, to ride the bus.
4. Any pupil may be assigned a seat on the bus.
5. Good behavior must be observed while on the bus, and when boarding or leaving it.
6. Throwing objects is not permitted. Students must not drop paper or other rubbish on the bus floor or out the window. Students must help keep the bus clean and orderly.
7. Bus windows must not be lowered below the point marked on the window frame. Students must not extend their hands or arms out of the windows and must not shout at or make gestures at passing traffic.
8. No profanity of any kind will be tolerated on buses.
9. Students must be on time at the designated stop. Drivers are instructed not to wait beyond the regular time for any pupil.
10. Students must be seated when they board the bus and remain in that seat until they reach their stop. Students are not allowed to stand or walk around the bus while it is in motion.
11. Students must report any damage to the bus driver immediately. Parents/legal guardian of

students who willfully damage a bus will be required to pay for the damages. The student may be permanently suspended from riding the bus.

12. Under the direction of the Principal/Dean, the bus driver has been instructed not to pick up students if he/she is not in proper school uniform. (See dress code.)

Every passenger is entitled to a safe and comfortable ride, free from threat and intimidation. All it takes to assure this is common courtesy and consideration for each other. Enjoy your ride, obey all rules, and have a **GREAT** school year.

If a Violation of Bus Behavior Rules Violates Other Group Rules, Consequences in Addition to Those Listed Below May Also Be Implemented. Food and Beverages at School

No food or drink is permitted in the classrooms, restrooms, gymnasium, or hallways. Food or drink is only permitted in the classrooms when the principal/superintendent authorizes it. Food and drink is usually eaten in the cafeteria.

Consequence:

Food and drink can be taken from students if they are seen consuming food/beverage in the classrooms, restrooms, gymnasium, or hallways.

Trespassing

Students shall not willfully enter or remain in any school structure or property without having been authorized by school personnel. No student shall refuse to leave the property of District #259 after being requested to do so.

Consequences

School Discipline Plan:

- *One day OOSS
- *Law Enforcement may be notified.

Property Damage

Students shall not vandalize, damage, or attempt to damage any school or private property. Students who deliberately destroy or damage school property or the property of others is subject to the strictest disciplinary action. Students and/or their parents/guardians will be responsible for payment of any damage to school property or the property of others.

Consequences

School Discipline Plan:

- *Up to three days OOSS
- *Restitution is required
- *Law Enforcement may be called.

Use of Tobacco Products/ Possession of Matches or Lighters

Students shall not possess or use tobacco products while on any school premises, attending school sponsored activities, or at any school sponsored activities during any period of time when students are subject to the authority of school personnel.

Consequences

School Discipline Plan:

- *One to Three days OOSS
- *Parent Conference is mandatory
- *Law enforcement may be called.

Inappropriate Interpersonal Behavior Students shall conduct all social relationships according to acceptable standards. Inappropriate public displays of affection as determined by the Principal or staff will not be allowed.

Consequences

School Discipline Plan:

- *Up to two days of OOSS
- *Parent Conference is mandatory

Gangs or gang-related activities

Students shall not be involved in any gangs or gang-related activities while on any school premises, attending school sponsored activities, or at any school sponsored or school approved activities during any period of time when students are subject to the authority of school personnel. This includes the display of any gang symbols.

Consequences

School Discipline Plan:

- *One to Three days OOSS
- *Parent Conference is mandatory
- *Law enforcement may be called.

Dress Code

Students are expected to wear the school uniform at all times. As of July 2015, the Pembroke School District Board of Education has adopted a dress code for all students attending the Pembroke school

district. The colors are Navy or Khaki pants/skirts/dresses, skorts, knee length hemmed shorts, plain white or light/navy blue polo/dress shirts with a collar, and solid black or solid white shoes (combination color shoes may be worn provided they are white and black, no other color combinations are allowed). White or blue lightweight sport jackets (no hood) or sweaters (button up only, no hood) may also be worn. Socks should be solid color either black white or blue. All students are expected to be dressed in uniform colors as of the first day of school. The dress code is designed to reduce apparel distraction in school. This policy is non-negotiable. **All students must comply.** School district approved P.E. uniforms will be worn during Physical Education classes for all students' grades 6 through 8.

Middle school students identified as being in violation of the dress code will be allowed to wear their school district approved P.E. uniform for the day. Students will be allowed this opportunity three times in a semester.

Do not wear the following items to school:

1. Tights or extremely tight and/or fitted stretch pants or jeans.
2. T-Shirts, tank tops, halter tops, strapless or off the shoulder tops or short tops (exposing the stomach).
3. Miniskirts and questionable fitting skirts.
4. Any clothing with sexual, drug/alcohol, or inappropriate design or slogan.
5. Boys cannot wear earrings. Earrings for girls are allowed, provided they are small studs or hoops no larger than one inch in diameter. All earrings are to be worn as a set meaning one earring per ear. Objects in the ear such as straws, strings or gauges are not allowed while on school property.
6. Body piercing and **tattoos** cannot be worn by any students.
7. See through blouses/shirts or clothing
8. Pants must be worn at an appropriately waist high level. This applies to all students, both **boys and girls. No sagging.**
9. Hats, **hoodies**, sunglasses, and head scarves: (including but not limited to): sweat bands, bandana bands, bandanas, stocking /plastic caps, do-rags, caps, hair rollers, or wave clips, and gloves.
10. Haircuts including eyebrow graphics with

gang sign emblems.

11. **No coats** or outside apparel shall be worn in the building during the school day. **Light jackets and sweaters (no hoods)** are permissible as long as the district's dress code is followed.
12. Sandals or open toe shoes.

Students will not commit any behavior that disrupts class instruction, distracts students and/or teachers. Nuisance items such as, but not limited to; Make-up, brushes, rat tail combs, hair picks, noise making toys or key chains will not be allowed in the classroom.

Back packs, large tote bags, or messenger bags are not allowed in the hallways between classes. Only a large pencil case size (5½ x 9) can be carried between classes.

Personal Grooming of Hair must be neat and combed PRIOR to coming to school. Your appearance is a reflection of your desire to succeed.

Physical Education

Physical education is a required class. Students can only be excused from physical education when they have a physician statement stating that they can't participate in gym. All students must wear gym uniforms in an appropriate manner. Students must freshen up before going to the next class.

The ADMINISTRATION reserves the right to have a student remove or cover-up any symbol, picture or expression deemed offensive or inappropriate. Parents/Guardians will be notified of any such actions.

Student Code of Conduct (SCC)

The purpose of the Student Code of Conduct (SCC) is to outline specific responses for certain inappropriate behaviors. Also, the SCC applies to actions of all students during school hours, before, and after school, while on school property, traveling on buses to and from school, and all school related events. The SCC also applies to students using the LRS computer lab or any computer on school

property.

School Rules apply:

1. On school grounds;
2. On route to and from school, including, but not limited to, school buses.
3. Off grounds at a school activity, function, event or school-related circumstances as determined by the principal and/or the Assistant Superintendent of Student Services even if the alleged violation did not occur on a school day;
4. Off school grounds if the behavior is potentially or actually disruptive to the school environment, its educational purpose or constitutes a threat to the health, safety, or welfare of a student or students and/or school personnel.

The above listed guidelines are in effect for summer school also.

Consequences

School Discipline Plan:

- *Student will be sent home until compliant with new dress code.
- *Parent Conference is mandatory.

Other School Rules and School Board Policies

Students shall not violate any other school rules as stated in the School Board Discipline Plan or any other policy of the Board of Education.

Consequences

School Discipline Plan will be enforced.

ANY REPEATED VIOLATIONS OF DISTRICT #259 GROUP B RULES WILL RESULT IN STUDENT AND PARENT HAVING TO MEET WITH THE SUPERINTENDENT.

GROUP C: ILLEGAL ACTS

These acts of misconduct are illegal student behavior which most seriously disrupts the orderly educational process in the classroom or other areas of school jurisdiction and are against District #259 School Board Policies, laws of the county of Kankakee, laws of the state of Illinois, or laws of the United States of America.

Serious and Intolerable Violations

The safety of students and staff is a priority for Pembroke School District. Offenses that threaten the safety of students or staff will not be tolerated and

are considered serious and intolerable offenses. Students who commit such offenses as determined by a due process discipline hearing will be expelled from L.R.S. and placed in an alternative setting.

Serious and Intolerable Violations include:

1. Bringing a firearm to school and/or unauthorized possession of a firearm on school property. Any look alike, toy gun will fall in this category.
2. Battery upon a teacher, principal, administrator, or any other employee of a local education agency or a school resource officer.
3. Unlawful possession, use, sale, distribution or delivery of any drug, or controlled substance.

An Office Referral Will Be Made Immediately to The Principal for Investigation. Any Student Who Chooses to Break the Law Can Expect Severe Consequences and/or Legal Action.

Disruption of School

A student will not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct that will cause the disruption, interference, or obstruction of any school purpose. Neither will a student engage in such conduct nor will a student help to cause others to engage in such conduct which causes, or which can reasonably be foreseen to cause disruption, interference or obstruction of any school purpose.

Damage or Theft of Property

A student will not cause or attempt to cause damage to property or steal or attempt to steal property. A student will not conceal or attempt to conceal stolen property.

Assault and Battery

A student will not intentionally cause or attempt to cause physical injury or behave in such a way as could reasonably be expected to cause physical injury to any person.

A student will not commit sexual battery. A student who commits a sexual battery may be suspended up to ten days until hearing.

A student will not commit aggravated assault. A student who commits an aggravated assault may be expelled for up to one (1) calendar year or recommended for alternative schooling. A student will not commit an assault or battery in which two

(2) or more individuals assail a lesser number of individuals. Violations of this part may result in an expulsion of up to one (1) calendar year or recommended for alternative schooling. A student will not participate in a fight in which groups of individuals assault each other.

Fighting Assault among Students

Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher or administrator. If a student is a victim of a student unprovoked attack, he/she may defend himself/herself only long enough to disengage from fighting to report it to an appropriate school official. Students who instigate fights will be subject to the same consequences as those who are actually involved in the fighting.

Infraction of the rules under these categories will have the same consequences. See the following:

Consequences

- * School Discipline Plan:
- * Up to five days OOSS
- * Possible long-term suspension
- * Law Enforcement may be called,
- * Transition to alternative school placement
- * Student may be required to meet with the School Board for possible recommendation of expulsion.

Bullying/Harassment/Sexual Harassment/Verbal/Physical Intimidation

A Student will not exhibit conduct that has the purpose or effect of unreasonably interfering with another student's academic development or creates an intimidating, hostile or offensive learning environment.

A student will not make unwelcome sexual advances or inappropriate touching or engage in other verbal or physical conduct of a sexual nature that is unwelcome and/or may be considered offensive, inappropriate or abusive.

A student will not bully or harass any person or attempt to bully or harass any person Sexual harassment may include but is not limited to sexual advances, subtle pressure or sexual activity, touching of a sexual nature including inappropriate patting or pinching, intentional brushing against another

person's body without his/her consent, demands for sexual favors; graffiti, posters, cartoons caricatures and jokes of a sexual nature; playing sexually explicit audio/video tapes; and inappropriate sexual comments, including spreading rumors about or rating another person's sexual activity or performance.

Consequences

- * School Discipline Plan:
- * Up to 5 days OOSS
- * Possible long-term suspension
- * Law Enforcement may be called,
- * Transition to alternative school placement
- * Student may be required to meet with the School Board for possible recommendation of expulsion.

Gangs and Gang-Related Activity

A student will not participate in a gang or gang-related activity. Gang-related activity includes but is not limited to; the display or possession of gang symbols or paraphernalia, gang recruitment, gang initiation, gang fighting, and gang intimidation.

Consequences

- * School Discipline Plan:
- * Three to five days OOSS school
- * Possible long-term suspension
- * Law Enforcement may be called,
- * Transition to alternative school placement.
- * Student may be required to meet with the School Board for possible recommendation of expulsion.

Theft or Destruction of School Property of Personal Property

Students shall not steal, attempt to steal, knowingly be in possession of stolen property, or intentionally damage or attempt to damage any school or private property while under school jurisdiction. Students shall not vandalize or attempt to damage property belonging to others

Consequences

School Discipline Plan:

- *Up to 3 days OOSS to long-term suspension
- *Restitution is required.
- *Parents/guardians are held liable for payment of any damage to school property, property of school personnel, or

property of other students.

*Law Enforcement will be called.

Extortion

Students shall not extort through verbal, written, or physical threats, coercion, or intimidation anything of value (personal property, money, information, etc.) from any other student or employee.

Consequences

School Discipline Plan:

- *Up to 5 days OOSS
- *Long-term suspension possible
- *Law Enforcement will be called
- * Transition to alternative school placement

Possession of cell phones and/or other telecommunication Devices

Students shall not have a personal cell phone or any other telecommunication device on school property.

Consequences

School Discipline Plan:

- *Property will be seized until the parent picks it up.
- If a device is confiscated three times in a semester, each additional occurrence (AFTER THREE) will result in an afterschool detention.

Physical Assault or Physical Harm to School Employees and Other Adults

Students shall not cause or attempt to cause physical or bodily harm to any District faculty, staff, or other school employees. This applies at any time when students are subject to the authority of school personnel.

Consequences

School Discipline Plan:

- *Ten days OOSS possible long-term
- *Suspension up to ten days and may include expulsion.
- *Law Enforcement will be called
- *Transition to alternative school placement

Weapons and Dangerous Instruments Possession and/or use of weapons, look-alike weapons and/or explosives and fireworks are illegal and will not be tolerated. These and related items will

be confiscated and turned over to local police. Students shall not possess, conceal, or transport any weapon, realistic replicas, or other instrument that could cause or that is intended to cause bodily injury or other harm to another or misuses otherwise acceptable objects in a manner intended to cause harm to others at any time. This rule will apply during any period of time when students are subject to the authority of school personnel, and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

Consequences

School Discipline Plan:

- *Property will be seized
- *Ten days OOSS long-termed suspension to proposal for expulsion
- * Transition to alternative school placement
- *Law enforcement will be called.

Possession of a Firearm

Students shall not possess or conceal or transport any gun, air gun, BB gun, pellet gun, firearm, or any weapon capable of firing a projectile of any kind or any gun facsimile at any time. The rule applies during any period of time when students are subject to authority or school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

Consequences

School Discipline Plan:

- *Property will be seized.
- *Transition to alternative school placement
- *Long-term suspension to proposal for expulsion
- *Law enforcement will be called.

Gambling

Students will not participate in gambling of any kind on school property.

What is a drug?

A drug is any substance that causes impairment such as:

- ❖ Controlled substances
- ❖ Prescription medicines
- ❖ Over-the-counter
- ❖ Natural intoxicants
- ❖ Impairing chemical

Possession, Use, Sale, Delivery, or Distribution of Marijuana, Narcotics, Stimulants, Alcoholic Beverages, and Any Other Unauthorized or Illegal Substances or Drug Paraphernalia Students shall not possess, use, sell, transmit, deliver, or distribute marijuana, narcotics, stimulants, alcoholic beverages or any other controlled, authorized, or legal substances or drug paraphernalia at any time. This rule applies while a student is at any school building, on any school premises, or attending any school-sponsored activities.

Consequences

School Discipline Plan:

- * Parents will be notified immediately,
- * The substance will be confiscated and turned over to the police.
- * Law enforcement will be notified.
- * Long term suspension proposal for expulsion.
- * Treatment program may be required for re-entry into the district.

ANYONE CHOOSING TO VIOLATE STATE OR FEDERAL LAW RUNS THE RISK OF LAW ENFORCEMENT INVOLVEMENT AND THE RISK OF SCHOOL SUSPENSION

Other Disciplinary Considerations

Removal from Classroom

Teachers shall maintain discipline in the schools. In all matters relating to the discipline in, and the conduct of, the school and the school children, the teacher stands in the relationship of parents and guardians to the students. This relationship shall extend to all activities conducted with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parents or guardians.

Standards and procedures which provide for the removal of a student by a teacher from the classroom for disruptive behavior and which provide due process to students shall be established and

maintained by the School Board. The standards and procedures shall be recommended to the Board by the Superintendent after input from staff, students, and the parent/teacher advisory committee on discipline. The standards and procedures shall ensure the following:

1. The district's definition of disruptive behavior is: When a teacher is no longer able to teach due to student's/students' behavior.
2. The expectations of the teacher for student behavior are fair and reasonable, within the district's guidelines and are known by the student.
3. The student knows the consequences of violation of the teacher's expectations for student behavior.
4. Disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior.
5. Continued disruptive behavior by the student shall cause the involvement of parents or guardians and additional appropriate staff.
6. The student shall be warned that continued disruptive behavior may cause removal from the classroom.
7. If the student is removed from the classroom, appropriate personnel shall listen to the student and shall provide due process for the student, should the student be removed from the classroom.
8. Disruptive behavior by a student which could cause harm to himself, other students, or the teacher shall be cause for immediate removal from the classroom.

AFTER School Detention Protocol for 3rd-8th Grade:

Detention may be offered as an alternative to suspension for students who have been involved in persistent minor Level 1 and/or Level 2 disciplinary infractions.

Detention Hall will be a serious, academic environment in which the student will **not** be allowed to talk and must work on homework, classwork or assignments that will be provided in

detention hall. Any assignments that are provided in detention will **not** be graded or recorded. Listed below are some examples why a student may be

assigned to detention.

Level 1

1. Unexcused Tardies (3 or more)
2. Reporting to Class Unprepared (3 or more times)
 - a. Continued Classroom Disruption (3 or more times)
3. Public Displays of Affection and/or Inappropriate Touching
 - a. Kissing
 - b. Hitting/Punching
 - c. Hugging/Groping
4. Too loud or boisterous in the hallway, cafeteria, and bus

Level 2

1. Continued Dress Code Violation
2. Continued Disrespect/ Insubordination
3. Loitering; Class Cutting/Tuancy
4. Disruptive Speech (name calling, cursing)
5. Disorderly Conduct
6. Vandalism/Destruction of Property
7. Using profanity, foul and/or abusive language on school property and school sponsored events
8. Throwing objects on school property and school sponsored events
9. Cell Phone use on school property

The following rules MUST be followed at all times while in detention:

1. Students are required to sit in assigned seats.
2. Students will not be permitted to talk, eat, drink or chew gum.
3. Students will work on academic assignments (classwork or homework)

4. If a student fails to bring his/her work to detention, generic work will be provided.

5. No Sleeping will be permitted.
6. No electronic devices will be permitted.

Violation of any detention hall rule will result in additional days being assigned and/or suspension out of school. Failure to report to Detention Hall will result in Out of School Suspension. All school and code of student conduct rules are in effect during the assigned hour.

Detention Hall will be held Monday through Thursday from 3:20pm to 4:20 pm.

Parents will be notified by the administrative staff that his/her student has been assigned detention. Before accepting this alternative to in school suspension, parents/guardians must agree to provide transportation home. **If a parent does not accept this alternative, then the student will receive a full day in school suspension.**

The student must be picked up no later than 4:30pm. If a student is not picked up on time disciplinary action will be taken against the parent or guardian.

Procedures for Suspension

1. Prior to suspension, the student shall be provided with oral or written notice of the charges. If the charges are denied the student shall be given an explanation of the evidence against him and an opportunity to present his or her account of the incident.
2. Prior notice and hearing, as stated above, is not required and the student is immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full

statement of the reasons for the suspension and a notice to the parents or guardians of their right to review. Also, a copy of the notice shall be given to the School Board.

4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board, or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether suspension is appropriate, and make its decision. After its hearing or upon receipt of the hearing officer's report, the Board may take such action as it finds appropriate.

Discipline- Gross Disobedience or Misconduct of the Handicapped Student

When the handicapped student is guilty of gross disobedience or misconduct, the district shall notify the student's parents or guardian of the gross disobedience or misconduct immediately (within 24 hours) and whether the student will be suspended and the time and location of a meeting of the students' Individual Educational Placement (IEP) team. This information shall be confirmed in writing and the parents or guardians shall be advised as follows:

1. That a written report of the student's gross disobedience or misconduct has been prepared and is attached to the student's records;
2. That the IEP team shall meet as soon as possible to determine whether a causal relationship exists between the student's handicapping condition and the student's gross disobedience or misconduct;
3. That the student's parents or guardians are requested to attend the IEP team meeting and the date, time and location of the meeting;
4. That no later than ten (10) days after the student's gross disobedience or misconduct occurred and the review of the student's gross disobedience or misconduct by the IEP team, a report regarding the student's appropriate

placement shall be given to the District Administrator and parents or guardian;

5. That during the time the IEP team meets, and a report is given to the District Administrator, one or a combination of the following disciplinary actions may be taken against the student;
 - a. Restricted to a study carrel
 - b. Restricted to an alternative classroom;
 - c. Restricted from participation in extracurricular activities;
 - d. Suspended from attending school for up to ten (10) days;

The IEP team may determine that the student's gross disobedience or misconduct is not casually related to the student's handicapping condition; therefore, the student shall be disciplined under the District's discipline policy for regular students.

Disciplinary action taken against the student may include, but not be limited to:

1. expulsion
2. suspension (in-school and/or out-of-school)
3. removal from the classroom
4. denial of privileges
5. probation
6. detention (including Saturday detention)
7. placement into an Alternative Education Room

The IEP team may determine that the student's gross disobedience or misconduct is casually related to the student's handicapping condition. The MDC team is responsible for addressing placement changes, which may be appropriate, in light of the misconduct found to be disability related. The parents or guardians may object to a proposed change in the educational placement of their child. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

District Parenting Program

The parenting program is offered to all parents in the school district. It especially reaches to the young parents as well as the older parents. Many services and program are being offered on Tuesday of each week. The Parent Program deals with training

parents in parenting.

Discrimination Policy

The I-KAN Regional Alternative Attendance Center shall not discriminate against any student because of race, color, sex, religion, or national origin and will take affirmative action to ensure such nondiscriminatory treatment.

Child Abuse/ Neglect Reporting Procedures

Any program personnel who have reasonable cause to believe a child, known to them in their professional capacity, may be an abused or neglected child is required by law to immediately report the case to the Department of Children and Family Services (DCFS). A report of suspected child abuse or neglect must be made orally to DCFS either by calling the statewide 24 hour child abuse hotline number (1-800-252-2873) OR by contacting the nearest DCFS office by telephone or in person. The oral report must be confirmed in writing to the appropriate Child Protective Services Unit within 48 hours.

Lost and Found

All unclaimed items will be sent to the Parent Center. These items may be reclaimed upon proper identification.

Suspension- Athletics

A student may be disciplined, suspended or dropped from an extracurricular activity for:

1. failure to maintain the academic standards set forth in the District's Handbook of Rules and Regulations, Illinois Elementary code, or the Illinois High School Association Code;
2. violation(s) of the District's Extra Curricular Student Code of Conduct;
3. after injury, failure to receive a medical release statement from a physician.

The Superintendent or his designee shall establish the rules and regulations for meeting the academic standards and the Student Extra.

Laws

IMPORTANT NOTICE TO STUDENTS AND PARENTS

1. IL 26-2A The School Code of Illinois Truancy

- a. A truant minor is considered to be a chronic truant

when the necessary resources and supportive services have been provided and have failed to result in the remediation of chronic truancy or have been offered and refused by the parent/guardian and/or student.

- b. A new tool at the disposal of our school district is the County Attendance Assistance Program. If students accumulate several absences within any nine-week grading period, that student will be referred to the Attendance Assistance Program.

2. Title IX Education Amendments 1972 and Title VI Civil Rights Act 1964:

Sex Equity and Grievance Procedure

It is the policy of Pembroke Community Consolidated School District #259 that equal opportunities in educational programs, extracurricular activities, employment practices and general services and benefits are offered without regard to sex, race, color, national origin, religion, handicap, or age.

NOTICE: The Grievant is entitled to confidentiality. The Grievant shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision. The coordinator shall be available to provide assistance to the Grievant as needed in the preparation and processing of the grievance and in all appeals or decisions.

3. Illinois School Code 720 5/24: Unlawful Use of Weapons *Illinois Act ILCS 5/24-1(a) (12) Unlawful Use of Weapons-Schools Prohibits possession of certain weapons on school or upon any school grounds. Felony Charge

***Illinois Act ILCS 5/24-1(c) (1) Unlawful Use of Weapons-Schools.** Enhanced felony penalties for possession of firearms, silencer, machine gun, sawed-off rifle or shotgun on school grounds.

***Illinois Act ILCS 5/24-1(c) (2) Unlawful Use of Weapons-Schools.** Enhanced felony penalties for possessions of certain firearms on any school grounds which is concealed or masked by other means.

***Illinois Act ILCS 5/24-1.2(a) Aggravated Discharged of a Firearm.**

It is a felony to discharge a firearm at a building or vehicle known to be occupied or in the direction of another person.

4. Illinois 720 ILCS 570/407; 550/705 Controlled

Substances/Delivery of Cannabis

***Illinois Act 720 ILCS 570/407(b)** Enhanced felony penalties for possession or delivery of controlled substances upon or within 1000 feet of school property.

***Illinois Act 720 ILCS 550/705.2(a) through (e).** More severe felony penalties for delivery of cannabis upon or within 1000 feet of school property.

5. Illinois 705 ILCS Automatic Transfer of Juveniles ***Illinois Act 705 ILCS 405/5-4(6) (a). Unlawful Use of Weapons in Schools.**

Provide for automatic transfer to adult court for juveniles aged 15 and up for possession of certain weapons on school property.

***Illinois Act 705 ILCS 405/5-4(7) (a). Controlled Substances-Schools.**

Provide for automatic transfer to adult court for juveniles aged 15 and up for possession or delivery of controlled substances upon or within 1000 feet of school property.

***Illinois Act 705 ILCS 405/5-4(3.1 and 3.2). Felonies committed for gangs.**

A juvenile age 15 and up who commits certain felonies in the furtherance of an organized gang will automatically be transferred to adult court after a hearing in juvenile court.

6. Illinois Act: Electronic Pagers or Communication Devices in School

***Illinois Act Chapter 122, Section 10-21.10(a). Electronic pagers-Schools.**

Prohibits unauthorized electronic telecommunication devices on school grounds seized as contraband.

***Illinois Act 720 ILCS 5/44-3(a). Disposition of Seized Pagers.**

Provides for delivery of seized electronic pagers or other telecommunication devices from schools to law enforcement agencies.

***Illinois Act 720 ILCS 5/44-2(a). Unlawful Sale**

of Pagers to Minors.

Makes it unlawful to sell, give, or otherwise transfer a telecommunication device to a person under the age of 18 with intent that the device be used unlawfully in the commerce of drugs. Any pupil found in violation of the provisions above shall.

be subject to suspension or expulsion by the Board of Education.

7. Illinois Act Drug Inspection by School Boards

***Illinois Act Chapter 122, Section 10-22.10(a). Drug Inspection by School Boards.** Authorized school boards to adopt a policy for inspection of drugs on school grounds. Includes the use of drug- sniffing dogs.

8. Illinois Act: Identification of Persons

***Illinois Act Chapter 122, Section 24-25. Identification of Persons-Schools.**

Provides for misdemeanor penalties for any person who refuses to identify themselves and state the purpose of their presence on school grounds. Any teacher or other school employee is empowered to inquire.

9. Illinois Act: Contributing to the Truancy of a Student

***Illinois Act Chapter 122, Section 26-11. Contributing to the Truancy of a Student.**

Any person who entice or attempts to entice a child to be absent from school is guilty of a misdemeanor.

10. Illinois Act: Mob Action

***Illinois Act 720 ILCS 5/25-1. Mob Action.**

It is unlawful for two or more persons acting together to disturb the peace by force or violence or commit any unlawful act - a misdemeanor. Any injury or property damage makes it a felony.

11. Illinois School Code: Health Examination and Immunizations

***The School Code of the State of Illinois** requires that all students entering Preschool, Kindergarten, Fifth, and new students to the school system have a complete physical, dental, and up-to-date immunizations. Students enrolled in Preschool must have a lead test. (Local physicians have the necessary forms.) These forms must be presented to the school prior to or upon the day of registration. Students not meeting these requirements will be excluded from attending school after October 15.

The School Code requires that all children entering the Illinois School System for the first time shall

present evidence of immunity against: Diphtheria, Tetanus, and Pertussis (Whooping Cough). Children over the age of six years must show evidence of immunity against: Poliomyelitis, Measles, Rubella (3-day measles), and mumps.

12. Title VIII: Gun Free Schools

*The United States has enacted Section **8001 of Title VIII** known as Gun Free Schools. This is a gun free School District. Guns will not be tolerated.

13. Illinois Act: Assault on a Pembroke School Employee

*The Illinois Act of the Code of Illinois states that

the crime of assault on a teacher, employee of a public educational institution, peace officer, or an emergency medical personnel is a **Class C felony**. The student will be suspended with possible expulsion. Law enforcement will be involved.

14. Weapons

***District # 259** defines a **WEAPON** as any **OBJECT** which is primarily meant (and/or adapted) for attack with the purpose of inflicting injury on another person.

Appendix A

Lorenzo R. Smith Sustainability and Technology Academy Honor Roll Policy

For the 3rd and 4th quarters, students will be honored for their academic achievement. Grades that are to be used for determining student achievement are the core academic classes only. Music and PE grades may not be used. Student achievement levels will be recognized using the following criteria:

- **A Honor Roll** – An A Honor Roll student must have and maintain straight A's in all academic classes.
- **A-Average Honor Roll** – Core class grades may range from A's – B's as long as the combined average is within the A range.
- **B Honor Roll** – A/B Honor roll students may have a B average. Core class grades may range from A's – C's as long as the combined average is in the B range.

Computing the A/B Average

Assign each letter grade a point value, then add the values and divide the sum by the total number of grades. This will give you the total average for the semester. See the chart below for the point values. Using this method, you may find the semester averages of the students who qualify for A or B honors. An average of 3.5 – 3.0 qualifies for B Honor Roll recognition. An average of 3.9 – 3.5 qualifies for A-average Honor Roll recognition.

Grade Point Values

A=4 points

B=3 points

C=2 points

D=1 point

Appendix B

Board Policy # 6:280: Grading and Promotion Guidance Document

POLICY

Goals and objectives adopted by the Board of Education stress the achievement of basic skills at each grade level. The Board of Education requires that students achieve minimal competency prior to promotion. Promotion, therefore, will be determined on academic growth and development and not on social reasons or other criteria.

Student academic growth and eligibility for promotion shall be determined by the School District based upon successful completion of the curriculum, attendance, and performance on nationally normed and local assessments, in conjunction with the rules and regulations set forth below. The policy of academic promotion will be consistently implemented.

Students qualified for special education under the Individuals with Disabilities Education Improvement Act of 2004, are to be held to the same standards for promotion as students without disabilities, taking into consideration modifications, if any, identified in the student's Individualized Education Program (IEP). The effect of the policy will be to ensure students are promoted to the next grade level for reasons of academic growth.

RULES AND REGULATIONS

1. **Promotion Eligibility:** Student's academic growth shall be determined through appropriate discussions and consensus with faculty and review of student specific data reflecting academic achievement, including but not limited to grades, attendance, and test scores. Promotion shall be based upon a determination that the student has made sufficient progress in mastering the learning standards at the current grade level such that the student would be expected to continue to progress at the next grade level.

2. **Establishment of Benchmark Grades:** In order to ensure that students are making adequate progress toward meeting and exceeding grade-level standards, a systemic approach to measuring progress at the various grade-levels will be instituted. In order for students to successfully be promoted to the next higher grade, students must meet the below promotion criteria in order to exit the third (3rd), sixth (6th) and eight (8th) grades.

3. **Promotion Criteria:** In order for a student to be considered for promotion out of a Benchmark Grade the student must meet proficiency standards in each of the following criteria:

1. **District-Wide Assessment (DWA):**

A. The district-wide assessment will be the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) or other norm-referenced assessment administered by the district. Students will be required to obtain a proficiency score of **24th percentile or higher** on the End of Year administration of the assessment.

B. Students lacking DWA scores in either reading or math will be identified as "**Achievement Level 2B**" (See Appendix A).

C. In instances where a student's DWA results are incomplete or inaccessible, the Department of Teaching & Learning shall render a promotion determination utilizing the best available data; consistent with the standards described in the Pembroke CCSD #259 Board Policy 6:280.

D. Under limited circumstances, DWA scores from previous school years will be considered.

2. **Academic Performance**

Report card grades in reading and math shall reflect a student's unit test scores and completion of homework assignments during the school year. The final report card grade in each subject area represents an average of the grades reported at the end of each of the four reporting periods. In order to show proficiency, a student will be required to have a "**C or better**" on the final report card in grades 3rd, 6th and 8th.

3. **End of Grade Assessment**

Each student will be required to demonstrate at least **70% mastery in both Reading and Math** on a summative end of the year assessment. This assessment will measure a students' level of proficiency based on the reading and math curriculum that students have exposed to throughout the school year. This assessment will be

administered in May. Students will be allowed to retake this exam up to two (2) times if they are not successful on their first attempt.

Promotion Criteria for Diverse Learners

Diverse Learners receiving special education and related services under an Individualized Education Program (IEP) are expected to meet the same promotion criteria as their same age, same grade, non-disabled peers *unless* the IEP modifies the promotion criteria in whole or in part (this includes English Learners with an IEP). In this case, the parameters of the IEP will dictate a students' promotion requirements.

Promotion Criteria for English Learners

English Learners (ELs) will complete their general academic curriculum in their native language and/or English.

1. ELs, in the benchmark grades shall be promoted to the next grade at the end of the academic year if they receive final report card grades of ***"C or better"*** or above in Reading and Math.
2. EL student will be required to demonstrate at least ***70% mastery in both Reading and Math*** on a summative end of the year assessment. This assessment will measure a students' level of proficiency based on the reading and math curriculum that students have exposed to throughout the school year. This assessment will be administered in May. Students will be allowed to retake this exam up to two (2) times if they are not successful on their first attempt.
3. ***An EL's DWA scores shall not be used for purposes of promotion.***

4. Establishment of Retention Process: When it has been determined that a student has not the above listed promotion criteria, then the student will be required to go to Summer School in order to receive intensive remedial interventions. This will be an opportunity for students to address areas of academic deficit, under the direction of a certified teacher.

Summer School Programming

Based on District resources, a Summer School program will be established each year to provide quality interventions for students. By the completion of the program students will be expected to show proficiency in each of the following promotion criteria categories:

- District-wide Assessment (NWEA)
- Academic Performance
- End of Grade Assessment

If a student fails to meet each criterion in its entirety, then the students' promotion will be determined based on Appendix A of this document. For all students that that have failed to meet the promotion criteria, then they will be required to attend the district-sponsored Summer School. During this time, the student will be provided intensive and differentiated instruction in both Reading and Math for a total of five to six weeks. ***In order to successfully complete Summer School, all students must earn a "C" or better in both Reading and Math. In the event that the student must take the Summer Assessment (NWEA), then the student must receive a minimum score of 24th percentile in both Reading and Math.***

Promotion to Next Higher Grade

If a student successfully meets all Summer School promotion requirements, then the student will be promoted to the next grade level. As the student matriculates to the next grade level in the Fall, then the student will provide additional academic supports that are designed to address any instructional challenges and/or deficits, as to assist the student with being successful during the upcoming school year.

Retention of Grade

A student who does not satisfactorily complete Summer School will be retained in his/her current grade (if this is the first time that the student has been retained in the current grade cycle). All retained students will receive a Personal Learning Plan, that will be developed in tandem with the student, student's teachers and parent/guardian. Students will not be

allowed to repeat the same grade more than one time. In the event that a student fails a grade twice, then the student will be advanced to the next higher grades with supports.

Over-age Students

If a student will be 15 years of age on or before September 1st of each school year, regardless of current grade level, he/she will be advanced to the 9th grade.

Appeals Process

After a Promotion/Retention determination has been made parents will have five (5) business days to appeal the decision to the Superintendent.

LEGAL REF.:105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.:6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Appendix B: Elementary Promotion Criteria Matrix

| District-Wide Assessment (DWA) NWEA | Academic Performance | End of Grade (EOG) Exam | May Achievement Level | Summer School Status & Requirements (s) | Summer School Final Achievement Level | Final Promotion Status |
|---|--|--|-----------------------|--|---------------------------------------|---|
| DWA scores in both reading AND math at or above the 24th percentile | Final report card grades in reading and math of "C" or better | Passing score of 70% or higher on EOG Exam | 1A | Summer school NOT Required. Promote to next grade | | |
| | Final report card grades in reading and math or both below "C" | Failing EOG in reading or math or both below 70% | 1B | Summer School Required: Student must obtain a 2 or better in both reading and math in order to successfully complete the program | Satisfactorily Completed | Promote to the next grade with supports |
| | | | | | Not Satisfactorily Completed | Retained in current grade with supports |
| DWA score in reading or math is between the 11th-23rd percentile | Final report card grades in reading and math of "C" or better | Passing score of 70% or higher on EOG Exam | 2A | Summer school NOT Required | | |
| | Final report card grades in reading and math or both below "C" | Failing EOG in reading or math or both below 70% | 2B | Summer School Required: Student must obtain a 2 or better in both reading and math and past the Summer Exit Exam in order to successfully complete the program | Satisfactorily completed | Promote to the next grade with supports |
| | | | | | Not Satisfactorily Completed | Retained in current grade with supports |
| DWA scores in reading OR math OR both at or below the 10th percentile | Final report card grade in reading and math of "C" or above | Passing score of 70% or higher on EOG Exam | 3A | Summer School Required: Student must obtain a 2 or better in both reading and math and past the Summer Exit Exam in order to successfully complete the program | Satisfactorily completed | Promote to the next grade with supports |
| | Final report card grade in reading or math or both below "C" | Failing EOG in reading or math or both below 70% | 3B | Summer School Required: Student must obtain a 2 or better in both reading and math and past the Summer Exit Exam in order to successfully complete the program | Not Satisfactorily Completed | Retained in current grade with supports |
| | | | | | Satisfactorily completed | Promote to the next grade with supports |
| | Final report card grade in reading or math or both below "C" | Failing EOG in reading or math or both below 70% | 3B | Summer School Required: Student must obtain a 2 or better in both reading and math and past the Summer Exit Exam in order to successfully complete the program | Not Satisfactorily Completed | Retained in current grade with supports |
| | | | | | Satisfactorily completed | Promote to the next grade with supports |

NOTE: All three components in each Achievement Level must be met in order for a student to satisfy the promotion requirements.

Appendix C

Board Policy # 7:70: Attendance and Truancy

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.

9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.: 105 ILCS 5/22-92 and 5/26-1 through 18.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and Part 207.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

BOARD ADOPTION: January 10, 2023