

Lansing Elementary School District #158

2023 - 2024

Student/Parent Handbook

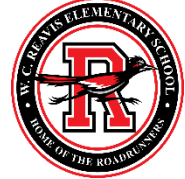
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Superintendent of Schools

School Board:
Mary Kelly, President
Denise Williams, Vice
President
Melissa Enright-Taylor,
Secretary
Abi Duran
James Long
Monica Terry
Robert Wood

**Calvin Coolidge
Elementary School**



**W. C. Reavis
Elementary School**



“Putting the Children First”

**Lester Crawl
Primary Center**



**Memorial
Junior High School**



**Oak Glen
Elementary School**





Dr. Nathan S. Schilling, CSBO
Superintendent of Schools

Mr. Mark D. Crotty, CSBO
Assistant Superintendent for Business & Operations

Dr. Tanya L. Carter, CSBO, SHRM-CP
Executive Director of Human Resources

Dr. David A. Kostopoulos
Executive Director of Curriculum & Assessment

Ms. Mary P. Ford, BCASE
Executive Director of Student Services

LANSING SCHOOL DISTRICT 158



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BOARD OF EDUCATION
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Mr. Robert Wood
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ADMINISTRATION CENTER
18300 Greenbay Avenue
Lansing, IL 60438-3009
P: (708) 474-6700
F: (708) 474-9976

"Putting the Children First with a Commitment to Continuous Improvement"

July 2023

STUDENT HANDBOOK INTRODUCTION

Dear **#158Strong** Community,

The Board of Education, administration, faculty, and staff of Lansing School District 158 welcome you to the 2023-2024 academic year and are committed to providing a quality education for each and every one of our students. Your interest, involvement, and support are vital if this commitment is to be achieved. We welcome your attendance at school activities and regular meetings of the Board of Education – held at 6:00 PM every third Wednesday of the month at our District Administration Center (18300 Greenbay Avenue).

District 158 is proud of the comprehensive range of academic, extracurricular, and athletic programs offered to our students as we continue to implement rigorous, relevant, and engaging activities in our classrooms. Our focus for 2023-2024 is to better understand, accommodate, and empathize with the unique perspectives of our students, families, and stakeholders as they navigate a post-pandemic world.

Please note that each year's interactive Illinois School Report Card is available from www.illinoisreportcard.com. We are proud of the comprehensive range of educational programs offered to our students as we continue to emphasize equity, diversity, opportunity, and postsecondary readiness. District 158's Student/Parent Handbook is provided through our website in order to acquaint you with information that should be useful throughout the school year. The procedures below reflect our continued mission to cultivate the unique potential of each student by providing a challenging, supportive, and inclusive environment. This handbook will help answer your questions and inform you of the procedures and requirements of the District – helping to warrant its effective, smooth, and successful operation.

I am looking forward to another meaningful school year for all our students in 2023-2024. If you have questions, please contact the principal of your child's school. Have a great year and stay **#158Strong!**

Sincerely,

Dr. Nathan S. Schilling, CSBO
Superintendent of Schools
Lansing School District 158

SCHOOL DISTRICT 158

LANSING PUBLIC ELEMENTARY SCHOOLS 2023-2024 CALENDAR

Aug. 21	District Institute – no school
Aug. 22	District Institute – no school
Aug. 22	Open House
Aug. 23	Students attend – AM only
Aug. 23	District Institute PM only – no school
Sept. 4	Labor Day – no school
Sept. 20	2:00 p.m. dismissal School Improvement Day
Oct. 5	Parent/Teacher Conference Day – no school
Oct. 6	No school
Oct. 9	Columbus Day – no school
Oct. 27	2:00 p.m. dismissal – End of first grading period
Oct. 31	School Improvement Day – noon dismissal
Nov. 17	2:00 p.m. dismissal
Nov. 20 - 24	Thanksgiving Holiday – no school
Dec. 21	2:00 p.m. dismissal
Dec. 22 – Jan. 5	Winter break
Jan. 8	District Institute - no school
Jan. 15	Martin Luther King's Birthday – no school
Jan. 19	2:00 p.m. dismissal – End of second grading period
Jan. 31	School Improvement Day – noon dismissal
Feb. 7	2:00 p.m. dismissal
Feb. 15	Parent/Teacher Conference Day – no school
Feb. 16	No school
Feb. 19	President's Day – no school
Mar. 19	Election Day – not in attendance
Mar. 22	2:00 p.m. dismissal – End of third grading period
Mar. 28	2:00 p.m. dismissal
Mar. 29 – Apr. 5	Spring Vacation
Apr. 8	Classes resume
Apr. 18	2:00 p.m. dismissal
May 15	2:00 p.m. dismissal
May 27	Memorial Day – no school
May 31	2:00 p.m. dismissal – End of fourth grading period
June 7	School Improvement Day – noon dismissal
June 14*	School Closes

**School will close June 7 if no emergency days are used.
June 10-14 will be used for academic
days only if any snow or emergency days need to be
taken*

LANSING SCHOOL DISTRICT 158

VISION STATEMENT

Putting the Children First with a Commitment to Continuous Improvement

MISSION STATEMENT

Cultivate the unique potential of each student by providing a challenging, supportive and inclusive environment

BELIEF STATEMENTS

The unique potential of each child is cultivated when:

- A safe, secure and nurturing environment is provided
- Ethical decisions are made in the best interest of children
- A challenging curriculum is delivered through instructional practices that actively engage all children
- Our schools forge a strong partnership with parents and community stakeholders
- Our resources are utilized in an effective and fiscally responsible manner

SCHOOLS

CALVIN COOLIDGE (K-5)

17845 Henry Street

708-474-4320

FAX 708-474-8466

Mrs. Pamela Hodgson, Principal

Ms. Kacey Rogers, Associate Principal

Mrs. Kathleen Tomaszewski, Assistant Principal

OAK GLEN (K-5)

2101 – 182nd Street

708-474-1714

FAX 708-474-8461

Mr. Michael Earnshaw, Principal

Mrs. Megan Sechowski, Assistant Principal

W.C. REAVIS (K-5)

17121 Roy Street

708-474-8523

FAX 708-474-3071

Mrs. Patrice McCoy, Principal

Mr. Kennard Jarrett, Assistant Principal

MEMORIAL JR. HIGH (6-8)

2721 Ridge Road

708-474-2383

FAX 708-474-8463

Dr. Keli Ross, Principal

Ms. Kristin Foster, Associate Principal

Mr. Roberto Paredes, 8th Gr. Asst. Principal

Mr. Matthew Williams, 7th Gr. Asst. Principal

Ms. Jennifer Hartmann, 6th Gr. Asst. Principal

LESTER CRAWL PRIMARY CENTER

(Pre K-1) 18300 Greenbay Avenue

708-474-4868

FAX 708-474-0149

Dr. Kim Morley, Principal

Ms. Linda Ehlebracht, Assistant Principal

STUDENT SERVICES OFFICE (at Lester Crawl)

Ms. Mary Pat Ford, Exec. Director

Mr. Shawn Walsh, Asst. Exec. Director

708-474-6700

SCHOOL HOURS

Memorial Junior High School (grades 6, 7 and 8)

8:15 a.m. to 3:15 p.m.

Coolidge, Oak Glen and Reavis

8:50 a.m. to 3:05 p.m.

Lester Crawl

Kindergarten, Transitional kindergarten, Full day 4-year-old classes 8:50 a.m. to 3:05 p.m.

AM Preschool 8:50 – 11:20 a.m.

PM Preschool 12:35 – 3:05 p.m.

Parents are asked to call school between 8:15 and 9:15 a.m. to report a student absent.

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ACCIDENT OR ILLNESS AT SCHOOL

Emergency contacts and medical authorization forms are essential. Please keep the office informed of any changes in home, cell and/or work telephone numbers, so it can be updated in PowerSchool.

Minor injuries will be cleaned, bandaged and first aid will be administered. You will be notified immediately of any serious accident or injury. A student who becomes injured or ill and cannot attend class will be sent home with a parent or a person named on the emergency contact in PowerSchool. If the parent or emergency contact cannot be reached and medical attention appears urgent, the paramedics will be summoned and the District Nurse, or another District employee, may accompany the student to the hospital.

If your child shows any of the following symptoms, which may indicate the onset of a communicable disease, please keep him/her at home and consult your physician: fever, water or discharge from eyes or nose, swollen glands, skin rash, nausea, vomiting or diarrhea. Staff will not change diapers/underwear for students with diarrhea. A parent will be called to change the student and take the child home. **Please keep your child home for 24 hours after his/her temperature returns to normal without the use of fever reducing medication. Any student missing 3 or more consecutive school days due to the illnesses listed here or due to an injury must bring a doctor's note when returning to school**

ADMINISTRATIVE OUTREACH PROGRAM

District 158 participates in the Illinois Outreach Program. The Illinois Outreach Program is an area of Medicaid financing for schools which provides federal reimbursement to school districts for "outreach" services that these schools provide on behalf of the Medicaid Program. Outreach is essentially an activity performed to locate, identify, and refer "at risk" students to necessary health and related services. An "at risk" student is any student whose educational progress is at risk due to physical or mental health.

ARRIVAL AND DISMISSAL

1. At Memorial Jr. High School, students should arrive between 7:50 and 8:10 a.m. Students are allowed to enter their communities at 7:55 a.m. At this time those students that choose to participate in the breakfast program will enter the MultiPurpose Room. Classes begin promptly at 8:15 a.m.
2. At elementary schools, playground supervisors are on duty at 8:15 a.m. **Students should arrive between 8:15 and 8:45 a.m.** Adult supervision is not available before this time. **Teaching and learning begins promptly at 8:50 a.m.**
3. At **Lester Crawl**, supervision for students begins at 8:30 a.m. Supervision for PM classes begins at 12:30 p.m. Students will enter the building through Door 1. To ensure the students' safety, parents dropping off their students must stay in their car and a staff member will help the student exit their car.
4. Your child is considered tardy if they arrive after 8:50 a.m. If your child is tardy, you must accompany your child into the office and sign your child in.
5. Parents of multiple children at different buildings, please make it a priority to drop off students that have to be in class first.
6. To ensure the safety and efficiency of our dismissal procedures, students will not be removed from class after 2:35 p.m. All requests for early dismissal will need to occur prior to 2:35 p.m. Continual early dismissal requests need to be verified with an administrator.
7. Dismissal is at 3:05 p.m. at the elementary schools and 3:15 p.m. at the junior high. Parents picking up students should park only in designated spaces, not in bus loading zones or along the curbs.
8. Please make sure all arrangements for having your child walk home, picked up, etc. are made prior to your child coming to school. Notify the office if there are changes in pickup arrangements. No changes in routine will be made without notification from the parent. Please be punctual in picking up your child.
9. If it becomes necessary to pick up your child before regular dismissal, report to the office to meet your child and sign him/her out. Students will only be dismissed from the office. A parent or guardian must call the office or write a note requesting that a child be sent home or released to someone other than the legal guardian. All parents/guardians picking up their child for an early dismissal must present their valid ID/Driver's License to the front office for verification of release.
10. Walkers and bicycle riders must use the prescribed routes and crosswalks going to and from the school, staying off of private property.
11. Medical appointments should be scheduled outside of school hours whenever possible. The students must report to the office and be met by the parent or guardian before going to the appointment. If returning to school on the same day, a parent must sign the student back in at the office.

Early Dismissals *Please check the calendar for specific dates (page 4)*

1. Students will be dismissed at 2:00 p.m. on the following days:
 - Day before the Thanksgiving Break
 - Day before the start of the Winter Break

- Day before the start of the Spring Break
 - Last day of grading periods. (See calendar for these dates.)
2. Other 2:00 p.m. dismissals may be scheduled to allow for teacher in-services. These will be announced in advance of the planned training.
 3. Noon dismissals are scheduled on the school calendar to allow for school improvement in-services. Please check the calendar for specific dates.
 4. A notice will be sent home with students or via email notifying parents of early dismissals and school events. Parents can view the district website www.d158.net for the most up to date monthly calendars for each school.
 - Parents are required to make the necessary pick-up arrangements for early dismissal days.

ATTENDANCE, NOTIFICATIONS, EMERGENCY CONTACTS, ATTENDANCE ON RELIGIOUS HOLIDAYS, ABSENCES AND TARDINESS

1. If your child will be absent from school, please call the school between 8:15 a.m. and 9:15 a.m. to report the absence. After hour messages can be left on the office voicemail by calling the school office telephone number. The message should include the child's name, teacher's name, the reason for the absence, and a number where you can be reached.
2. It is important that the student attend regularly. Students are expected to be in their Home Base classroom (MJHS) by the 8:15 a.m. first bell. Students not present in their Home Base classroom by the first bell will not be recorded as tardy to a class period but will be recorded as "late to school" unless a parent or guardian reports a "valid cause". Students at Coolidge, Reavis, Oak Glen, and Lester Crawl are expected to be in class by 8:50 a.m. (see District 158 Absenteeism and Truancy Policy)
3. Of course, if the student is ill, it is best for them to stay home. If a student is to be excused from school, a parent or guardian must call their school's Attendance Line and report the absence, including:
 - the parent/guardian name
 - student name
 - Home Base (MJHS) or teacher's name
 - The reason for the absence
 - A number where you can be reached

This call must be made by 10 a.m. or the absence will be recorded as "unexcused".

4. School Board policy requires school personnel to reach parents of absent or tardy students who do not call by 10 a.m.
5. Emergency contact phone numbers should be kept up to date in PowerSchool so that the office may check on students' whereabouts when absent.
6. If the child is going to be absent, please call your child's teacher to make arrangements for your child's make-up work. When a vacation must be scheduled during the school

year, work may be made up upon return to school. Please make the request in the morning in order to allow the teachers time to prepare the materials.

7. Any student who is unable to attend school because of his or her observance of a religious holiday, shall be excused from attending school. The parent or guardian should give at least five (5) days' notice of the child's absence to the building principal or other school personnel. Students will be allowed to make-up work missed during the absence in accordance with the procedures established for other excused absences.
8. Students are required to attend school whenever possible. Students who are absent without valid cause will be recorded with an "unexcused absence". Excessive unexcused absence and/or "late to school" records may cause the student to be considered "truant" and may result in referral letters to district administration, the South Cook Intermediate Service Center, and/or local law enforcement.

DISTRICT 158 ABSENTEEISM AND TRUANCY POLICY

Students are required to attend school whenever possible. Students who are absent without "valid cause" shall be considered truant. Truancy is punishable under the discipline policy and the truant student and the student's family may be referred to outside agencies to address the reasons causing the truancy. Grades may be impacted as a result of tardiness and/or truancy and a report will be made to the Regional Office of Education as required by state law and a referral may be made to the Lansing Police Department for truancy, which is a violation of village ordinance and may result in a Municipal Ordinance Citation.

1. A **valid cause** for student absence from school shall include student illness, observance of a religious holiday or death in the immediate family (including aunts, uncles, cousins, and grandparents).
2. A **"truant"** refers to a child who is absent from school without a **valid cause** for a school day or a portion thereof. A **"chronic absentee"** refers to a child who is absent from school for any reason for 5% (approximately 9 days) or more of the previous 180 regular attendance days.
3. Diagnostic procedures used for identifying the cause(s) to truant absenteeism may include interviews with the student and parent/guardian including the social worker, appropriate classroom teachers and building administrators, and any other school personnel and/or parties who have information relevant to the truancy.
4. Supportive services to be made available to truant or chronically truant students shall include parent conferences, interventions and counseling by the social worker, who will provide parents with appropriate information about existing community services and resources that are available to both parent and student.

BACKPACKS

In an effort to improve the safety measures currently in place, D158 requires all students to use clear backpacks. No other bags except clear backpacks are allowed. Unauthorized backpacks or bags will be confiscated if brought on campus and the parent must pick it up.

BICYCLES

In consideration of the safety and welfare of the children attending Lansing Elementary Schools, the following expected behaviors will be in effect:

1. All bicycle riders should wear a protective bike helmet for their safety.
2. All bicycles should be locked. The school will not assume responsibility for stolen or damaged bicycles.
3. When a rider arrives at school property, he/she must dismount and walk his/her bicycle directly to the bicycle rack. Bicycle riding is prohibited on the school grounds.
4. Additional expected behaviors may be established by the school principal to help ensure the safety of all children.

BIRTHDAY CELEBRATIONS

Due to food allergy concerns, we are working to make the environment safe for all students. As a result, edible treats will no longer be allowed for birthday celebrations. Your child is welcome to bring in a non-food keepsake to share with classmates on their birthday (early childhood – grade 5 only). Items you might consider: mini notebook, pencil, pen, book donation to the classroom, or book donation to LRC (speak with LRC Director).

The classroom teacher and/or PTA may provide edible treats for other celebrations while working in conjunction with the school nurse on specific student allergies.

BOOKS

Students are responsible for maintaining textbooks, workbooks, and library books in a reasonable fashion. If an item is lost or damaged while in the custody of a student, that student will be required to reimburse the school in full for the lost or damaged item. Fines will be charged for all books or equipment lost or damaged.

BUILDING USE

All nonprofit organizations requesting to use school facilities need to complete and submit a building use request form which is available in the school office. Use of school facilities

requires the Superintendent's approval and is subject to District Policy 8:20. Applicant organizations must agree to abide by the conditions listed here, in the building use request form and in District policy along with providing proof of having one million dollars in liability insurance.

Our schools are almost as busy after hours as they are during the school day. It must be remembered that these buildings are schools first, and meeting places second. Mutual respect and cooperation is the key to optimum use of the facilities by all.

1. Children are to be under the supervision of an adult at all times and are only to be in those areas assigned by the permit. Permission of the principal, or the custodian if the principal is not available, must be obtained to use additional facilities. Children should walk at all times when in the halls.
2. Rooms are to be left as they are found. Use of any and all technology including computers and Promethean Boards are prohibited.
3. Designate one area for food and/or beverages. Any spills are to be cleaned up immediately by the rental group.
4. School supplies and equipment are not to be used.
5. All desks and their contents are off limits.
6. Please observe the time limits stated in the permit. Persons should arrive in the designated areas only at the time requested and leave at the end of the assigned time.
7. Failure to comply with the above rules may result in the loss of the building use permit.
8. Non-school activities: The school assumes no responsibility or management of non-school activities such as scout meetings and events, recreational programs, and other activities. A waiver of liability must be on file in the school office.

BUS ETIQUETTE

Bus transportation is only available to students who reside at a distance of more than one and one-half miles from his/her assigned school or resides in an identified hazard area within the district.

1. Students should not arrive more than five minutes before their pickup time at their bus stop.
2. Students should wait in an orderly manner at least three feet from the bus stop.
3. Wait until the bus is at a complete stop before getting on or off the bus.
4. Students should take a seat immediately and stay seated.
5. Students should never throw anything inside or outside the bus.
6. Students should keep hands, heads and arms inside the bus at all times.
7. Students are responsible to show their best conduct. No rough play or abusive language is allowed.
8. Students are not permitted to eat or drink on the bus.
9. Students should not open the bus windows without the driver's permission.
10. Students should not tamper with safety devices on the bus or destroy or deface any portion of the bus.

11. Students who need to cross to the opposite side of the street should await the driver's signal when loading and unloading the bus. No one should ever cross behind the bus.

BUS DISCIPLINARY PROCESS

All school rules apply to bus conduct.

1st Offense Conference held with administrator and student, a letter sent home to the parent and the student will be assigned to a specific seat on the bus.

2nd Offense Conference held with administrator, parent and student.

3rd Offense Minimum three-day loss of bus privileges, parents are notified.

Continued Misbehavior Suspension of bus riding privileges - may include expulsion for the remainder of the year. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make-up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

In all cases of vandalism or property damages, the student will be responsible for the cost to repair or replace the damage as necessary.

CLASSROOM RULES

Teachers establish their classroom rules and disciplinary process at the beginning of each school year in accordance with the discipline plan developed for each school.

CLOSING OF SCHOOL

Our school district policy is that all schools will be open as a service to the community unless there are very extreme weather conditions preventing our personnel, and the students, from safely reaching their destination.

If it ever becomes necessary to close our five schools, Coolidge, Oak Glen, Reavis, Lester Crawl and Memorial Junior High, for any reason, an email will go out and students may be expected to do synchronous or asynchronous learning through TEAMS. The District School Messenger service will send out emergency closing calls to phone numbers on record in the school office. Closing of school information may be broadcast over the following radio and T.V. stations beginning at approximately 6:30 a.m.:

T.V.

Channels 2, 5, 7, and 9
Fox News, CLTV News

Radio

WGN 720 AM
WBBM 780 AM

OR

<http://www.emergencyclosingcenter.com/complete.html>

CLUB, ATHLETIC, AND ACTIVITY ELIGIBILITY

To try out and/or be eligible to participate in an extracurricular activity, a student must have no more than one (1) "F" during an academic grade-check. The most recent grade-check is used to determine the student's eligibility. The student's academic eligibility standard must be maintained throughout the duration of the extracurricular activity. If a student fails to meet this standard during an in-season grade-check, he/she will NOT be able to participate in any competition or game until the following grade-check. These academic and behavior standards must be maintained throughout the duration of the activity. If a student fails to meet either of these standards, he/she will be placed on probation and not be allowed to dress for contests until the next grade-check.

A student who becomes ineligible will be allowed to attend practices but not participate in games. When a student is ineligible for two consecutive weeks, he/she will not be allowed to attend any practices or games. A student who is ineligible for 3 consecutive weeks will be removed from the team or group.

All students in grades 5, 6, 7 and 8 participating in an athletic activity must have a current physical on file with the school office. The physical examination must be dated within a year of the time the activity begins.

All students and their parent/guardian in grades 5, 6, 7 and 8 participating in extracurricular or athletic activities shall be required to sign a concussion information form each school year before participating in the activity.

Students must attend at least a half-day of school the day of the after-school activity in order to participate. Students who are absent from school will be denied attendance at, and participation in the event. Any player sent home from school sick is not eligible to practice or play the same day.

See Appendix 1 for 5th Grade Basketball Eligibility Requirements.

COMPUTERS

Lansing School District 158 is continually adding/upgrading computer technology in order to enhance your child's education.

The district provides a fiber optic network which uses a Child Internet Protection Act of 2000 (CIPA) filter for accessing the internet. When students are accessing the internet, they will be supervised. Students are prohibited from accessing social networking sites and/or sending inappropriate electronic messages.

Since the internet is a public forum, profanity, obscene comments, sexually explicit material, expressions of bigotry, racism, or hate is prohibited when using the district network.

It is also of vital importance that no personal information such as passwords, names, addresses, phone numbers, charge account numbers, etc., ever be given out on the internet. This is for your family's protection.

In grades Kindergarten through grade 8, two hours of age-appropriate internet safety education shall be taught each year. With this educational opportunity also comes responsibility. It is important that you and your child read the Rules and Code of Ethics for Lansing School District 158 Computer Users at the back of this Handbook and discuss it together. When your child is allowed to access the internet it is extremely important that all the rules are followed.

Inappropriate behavior may result in the loss of privileges to use District 158's technology equipment.

Parents, remember that you are legally and financially responsible for your child's actions. Please stress to your child the importance of using the technology responsibly and following the rules.

A technology fee / insurance fee may be initiated each school year to ensure devices from wear and tear.

Parents and children need to discuss the Rules and Code of Ethics for Lansing School District 158. Parents must sign a separate Rules and Code of Ethics for each of their children to acknowledge you and your student's agreement to follow the Rules and Code of Ethics. This form must be signed each year.

CUMULATIVE RECORD

The cumulative (cum) record is an individual report on every student in the district. It is a legally required record kept at the school office regarding the student's academic and social progress from kindergarten through eighth grade. The record includes such items as registration information, health data, academic performance, and standardized testing results.

The cum record may be viewed by authorized school staff (teachers, social workers, principals, etc.) and by parents or guardians in the presence of the school principal or designated representative. No other people outside of school may see this record unless it is subpoenaed via court action.

Record Access

Parents are entitled to inspect their child's school records in the presence of a designated school official per School Board Policy 7:340. An appointment to inspect school records may be made by calling the school office. Records will be released only with signed parental approval.

DRESS CODE

The Board of Education recognizes that the selection of dress style rests with the student and the parents. However, the Board realizes that the schools have a responsibility in the area of appearance and establishing standards for students. It is therefore the policy of the Lansing School District 158 Board of Education that within the bounds of common decency and modesty, students' attire shall be clean, in good taste, and promote the health and safety of each student. Any dress style that disrupts the educational process will not be permitted. Students representing Lansing Schools at outside activities may be required to adhere to a more specific dress code.

General Expectations

- Dress that causes disruption (i.e., reference to sex, drugs, alcohol, tobacco or obscenities) or damage to school property is prohibited.
- Students may not wear any sign or insignia that shows disrespect for any race, creed, color, or nationality.
- No tattoos and/or visible body piercing or ear gauges are allowed on any student with the exception of earrings worn in the ears.
- Large winter coats must be kept in the lockers and not brought or worn to class.
- No bags, purses, book bags, fanny packs, etc. are allowed in class. They must be left in students' lockers.

Clothing Requirements

- Students' shirts must cover the torso and undergarments. Shirts with low-cut necklines, crop tops, or spaghetti straps are prohibited.
- All pants, skirts, shorts, etc. must be worn at the waist, and undergarments must never be exposed or shown through clothing.
- Leggings, active wear, yoga pants, and skinny jeans are permitted but must be opaque with no transparent or mesh components above the knee.
- Jeans, pants, etc. that have holes exposing skin or undergarments above the mid-thigh are prohibited.
- Shorts, skirts, dresses, skorts, etc. must be at least mid-thigh length

Headwear

- Students are prohibited from wearing all headgear (hats, hoods, bandanas, sports headbands, picks, scarves, durags, bonnets, etc.) except for religious reasons.
- Brushes and combs are prohibited in the classroom as they pose health concerns.

Footwear

- Age-appropriate, safe footwear shall be worn at all times.
- Gross motor activities are an important part of the elementary curriculum, so students' footwear must be conducive to this activity.
- Flip-flops and backless shoes are prohibited.

Dress Code Violation

- Students inappropriately dressed at MJHS will be required to change into a P.E. uniform or loaner items.
- Parents will be contacted and notified of the student's dress code violation. Your understanding and support is necessary and appreciated.

In the case of questionable dress or grooming that is not specifically covered in the list above, the administration retains the sole discretion to make the final determination about whether clothing, jewelry, accessories and/or appearance meet acceptable standards.

ENROLLMENT

Certain requirements for enrollment into the schools of Illinois are set forth and recorded in the Illinois School Code. Those requirements are as follows:

1. A child entering Kindergarten must have attained the age of five (5) years on or before September 1st.
2. A child entering first grade must have attained the age of six (6) years on or before September 1st.
 - a. An original birth certificate must be presented at the time of enrollment.
 - b. A child entering school for the first time (Pre-K, Early Childhood, Kindergarten, 1st grade), and students transferring from one school to another (all grades), must present a certification form signed by a physician or authorized representative of the State Department of Health that the child is adequately protected against: Diphtheria, Whooping Cough, Tetanus, Rubella (Seven day hard measles), Rubella (three day German Measles), Polio, and Mumps. Students entering Pre-K, Early Childhood or Kindergarten must present certification that he/she has received the Hepatitis B immunization series. Additionally, a child two years of age or older entering a school operated *below* the Kindergarten level must show proof of having received the Hib vaccine. ***Students must have all shot records up to date by enrollment or doctor's appointment by October 15 in place to have records updated. Verification is expected at the time of registration.***
 - c. A child transferring from another school must present official records or sign for authorization requesting release of records from the previous school. A "Student in Good Standing Form" from the child's previous school must also be submitted.
3. If appropriate, custody papers should be submitted, and copies will be made.

Residency

Only students who are residents of the district may attend a District school except as provided below or in State law. A student's residence is the same as the person who has

legal custody of the student. A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Affidavit and lease agreements must be resubmitted each year.

Residency Verification

The District has contracted with National Investigations, Inc. to conduct verifications of residency should the need arise. The following list may cause a verification of residency; it is not all inclusive:

- Lease or rental agreement with white-out marks and or missing signatures from the renter or leaser
- Affidavit which is not complete and/or is not notarized
- Chronic student tardiness
- Returned mail
- Parents' vehicle/s has/have a different town's Vehicle Sticker
- Falsified documents
- Other items that call residency into question

Challenging a Student's Residence Status

If it is determined that a non-resident student is attending a District school, the person who enrolled the student will be notified of the tuition amount that is due and the administration will immediately begin proceedings to ban the student from future attendance. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

EQUAL OPPORTUNITY

Lansing School District 158 offers equal employment and educational opportunities to all qualified individuals regardless of sex, race, color, religion, national origin, age disability or protected class status. Individuals who believe they have been discriminated against or harassed on the basis of sex, race, color, religion, national origin, age or disability are encouraged to file a complaint with Lansing School District 158 (708-474-6700)

EXTRACURRICULAR, CLUB, AND ATHLETIC ACTIVITIES

Students in extracurricular activities are required to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is

not in session, and whether on or off school property. Hazing and bullying activities are strictly prohibited; and failure to demonstrate good conduct could result in removal from the activity.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Congress of the United States enacted legislation in August 1974, which deals with the school records of students. The Act, known as the “Family Rights and Privacy Act of 1974” requires annual notification to parents of its key provisions. This letter is sent to you with the intent of providing the required notification to the general public.

The Act applies to records of all students in Lansing School District 158. Rights defined by the Act may be exercised by parents until the student becomes 18 years old or is enrolled in a post-high school institution. Thereafter, only the student himself may claim the rights.

A copy of each student’s permanent record will be kept on file in the District office for a period of 60 years. The student permanent record consists of:

- Basic identifying information including student and parent names and addresses, birth date and place, and gender;
- Academic transcript including grades, grade level achieved, and graduation date;
- Attendance record;
- Health record and accident reports (if any);
- Record of release of permanent record information;

No other information shall be placed in the student permanent record.

Temporary Student Records

The student’s temporary record may consist of:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extra-curricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, the student’s temporary record must include disciplinary information when it is specifically regarding

an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
Special education files
Verified reports or information from non-educational persons
Verified information of clear relevance to the student's education information
pertaining to the release of this record.

The District will maintain the student's temporary record for at least 5 years after the student has transferred, graduated or permanently withdrawn from the District.

Notice to Parents and Students: Temporary student records will be kept for five (5) years after the student has withdrawn, transferred or graduated from the district. On the last business day in June temporary records will be destroyed when they have met these criteria. Parents/students have the right to request a copy of such temporary records when the student withdraws, transfers or graduates from the district. Permanent records will be kept for sixty (60) years after the student has withdrawn, transferred or graduated from the district.

Parents (or students over 18) have the right to examine school records at reasonable times, and to have a record corrected if it is inaccurate, misleading, or otherwise in violation of the privacy of other rights of students.

Certain persons may examine student records without parental consent. These include school officials (teachers with legitimate school interests, officials of other schools or school systems where transfer is made), and certain representatives of the State and Federal Government. Schools may furnish copies of records pursuant to a court order or subpoena without parental consent, but only after furnishing advance notice to parents.

In addition, any person may receive the records if a parent consents in writing, specifying which records are to be released, the reasons for the release and the person who is to receive the records. When records are released in this manner, or when they are sent to another school district with a transfer, parents may request and receive a copy. All anecdotal records will be destroyed the last Friday of every June.

A record must be kept with each student file showing who examined it, the dates it was examined and the purpose for the examination.

Lansing School District 158 Board of Education has adopted a policy implementing the provisions of the Act. A copy of this policy, and of the Act itself, is available for public inspection at the Administration Office, 18300 Greenbay Avenue, Lansing, Illinois.

FIGHTING POLICY

Fighting is defined as a physical conflict between two or more individuals. Sometimes fighting begins as a spontaneous act out of the sight of adult supervisors; however, we

will always conduct a thorough investigation and apply appropriate consequences. Fighting in the school building, on school grounds, on the school bus, or during school related activities is prohibited. Any fight will be dealt with by the administration. **The penalty for fighting will be determined by an administrator.**

Any student striking a faculty member, support personnel, or any adult employee of District 158 (intentional or in the process of a fight they are participating in), may be suspended out of school up to 10 days, with possible recommendation for alternative placement and/or expulsion. The student may also receive a citation to appear in court from the Lansing Police Department. The Lansing Police may issue other penalties for fighting and unsafe student behavior that could include, but are not limited to: community service, mandatory restorative practice sessions, and/or a monetary fine. Student may also lose all privileges of attending any school activities for the remainder of the school year. A parent conference is required before possible readmission to school. Police will be notified about fights off school grounds the District is aware of.

Students recording, instigating, distributing video, or obstructing the stopping of a fight may receive disciplinary consequences including an out of school suspension. Police and/or legal consequences may also apply for any violation of ordinances or laws.

FINES, FEES, CHARGES AND WAIVER OF STUDENT FEES

It is the policy of the School Board to charge a nominal fee for the use of technology equipment. The Board may establish a fee for extracurricular activities.

Students will be expected to pay for any willful damage to school property and for loss or late return of school property or school library books. The fee for lost textbook(s) will be the district's cost to replace that book.

Students are NOT exempt from the technology fee / insurance.

FOOD ALLERGY MANAGEMENT PROGRAM

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

Parents **MUST** notify the school nurse if their child has a medically documented food allergy.

GANGS AND GANG ACTIVITIES

1. A “gang” as defined in District 158 Policy is any group of two or more persons whose purposes include but are not limited to the commission of illegal acts.
2. By this policy, the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity shall:

- A. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of or imitates membership or affiliation in any gang.
- B. Commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing gang membership or affiliation.
- C. Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 1. Soliciting others for membership in any gangs.
 2. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 3. Committing any other illegal act or other violation of School District policy.
 4. Inciting other students to act with physical violence upon any other person.

GANG POLICY - PENALTIES FOR VIOLATIONS

Any student who is first suspected of violating paragraphs A and B of this policy will be required to surrender any material or item alleged to violate the policy to school officials and attend a parent conference. A form must be signed by parents or guardians if items confiscated from a student in paragraphs A and/or B are to be returned to parents. The form indicates that the parent or guardian agrees that the student will **not** wear or bring to school again, the item(s) confiscated.

Subsequent identical violations of the policy may subject the student to an out-of-school suspension for a period of time to be determined by the school principal.

Any student alleged to have violated paragraph C of the policy may be subject to an out-of-school suspension for a period of time to be determined by the school principal.

The Lansing Police Department will be contacted at the discretion of the school principal. However, in cases involving restricted commodities, the Lansing Police Department **must be** contacted.

GRADING SCALE

Kindergarten Grading Scale: 3-Mastered, 2-Developing the concept, 1-Needs additional time. The above scale is used to identify each student's progress as based on pre-identified skills and behaviors needed to advance to first grade.

Students in grades 1 through 8 will be graded according to the following scale:

- A = 90%-100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 59% and below

ON-LINE GRADEBOOK

Grades are posted on-line and updated on a regular basis for grades 1-8. The parents of students in grades 1-8 will be provided a user ID and a unique PIN number to access the electronic grade book. By going to the District 158 web site (www.d158.net) and clicking the parent portal on the appropriate school link, parents will have viewing access to grades and attendance of their student.

HONOR ROLL

The honor roll is open to all students in grades 3-8. The following guidelines have been established for eligibility for the honor roll:

1. To be eligible for the honor roll, a student may not have any D's or F's.
2. To be eligible for the honor roll, a student may not have any U's in non-academic subjects.
3. To be eligible for honor roll, a student must have a 3.166 average or better. This is equivalent to a student having all B's and one A in his/her academic subjects. A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points.

GUM CHEWING

Careless disposal of gum in drinking fountains, or on furniture and floors presents sanitation and cleaning problems, and costly repair. **Therefore, gum chewing is not permitted.**

HEALTH PROCEDURES, EXAMINATIONS, AND IMMUNIZATIONS

In order to provide for the safe distribution of medication to the students, District 158 will follow the "Recommended Guidelines for Medication Administration in the School" from the Illinois Department of Public Health and the Illinois State Board of Education.

To administer medication in school, including over-the-counter medication, parents will provide:

1. A written order for prescription and non-prescription medications must be obtained from the student's doctor and must include:

- Student's name
- Student's date of birth
- Licensed prescriber name and signature
- Licensed prescriber phone/emergency number
- Name of medication
- Dosage and frequency
- Date of prescription
- Discontinuation date (if known)
- Diagnosis requiring medication

2. A written request from parents using the AUTHORIZATION FOR DISPENSING MEDICATION IN SCHOOL form shall be sent to the school requesting that medication be administered during school hours. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization form."

NOTICE: The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

3. Medication must be brought to school in the original container and be properly labeled.
4. Medications are to be picked up by parents at the end of treatment or at the end of the school year. If medications are not picked up at the proper time, they will be discarded in the presence of a witness.

5. Prescriptions for long term medication must be renewed at the beginning of every school year.

The district nurse, or instructed school personnel, shall administer or supervise student administered medications.

Physical Examinations:

Illinois law requires that all children have a complete physical examination and specific immunizations upon entering Pre-K, Kindergarten and 6th grade. Physical examinations that are not more than one year old prior to the first day of school are acceptable, including those given outside the state of Illinois.

Dental Examinations:

As of July 1, 2005, Illinois law requires that all children in Kindergarten, 2nd grade, and 6th grade must present proof of a dental examination by a dentist prior to May 15th of the school year.

Eye Examinations:

In accordance with Illinois law, parents/guardians of students entering Kindergarten or an Illinois school for the first time must present proof before October 15th that their child has received an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist. Eye examinations must have been conducted within one (1) year of enrollment into the school. Report cards for students failing to provide proof by October 15 may be held until proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15th.

Human Papilloma Virus (HPV):

The Department of Public Health will provide all parents/guardians of female students entering sixth grade information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine. (410 ILCS 315/2e, added by P.A.95-422)

Interscholastic Sports Physical Examination Requirement:

The School Code of Illinois also requires that students who participate in interscholastic athletics have an annual physical examination.

Immunizations:

The Rules and Regulations of the Illinois Department of Public Health regarding immunizations are summarized below. All children are required to be immunized against the following diseases. Exact dates of these immunizations are to be recorded on the school physical examination form. You may use this as a guide to review your child's level of immunity.

Minimum Immunization/Screening Test Requirements include:

Chicken Pox (Varicella)– immunization is required prior to attending an Early Childhood, Pre-school, or Kindergarten classroom. This immunization is to be administered on or after the child's first birthday.

DPT (Diphtheria, Pertussis, Tetanus) - four (4) or more doses are required, with the last dose qualifying as a booster and received on or after the fourth birthday.

Diabetes Screening - As required by the Illinois Department of Public Health, a diabetes screening must be included as a required part of each health examination; diabetes testing is not required.

IPV (Polio Virus) - three (3) or more doses are required, with the last dose qualifying as a booster and received on or after the fourth birthday.

MMR (Measles, Mumps, Rubella) - two (2) doses with the first dose given on or after the first birthday, and the second dose no less than one month later.

Please note: Illinois law differs from Indiana law regarding the MMR immunization: Illinois requires two (2) doses of MMR vaccine prior to entering Kindergarten.

Hib (Haemophilus Influenza Type B) - One (1) or more doses required for students under the age of five (5).

Hep B (Hepatitis B) - Children entering Pre-K, Early Childhood and 5th grade must receive three (3) doses of the Hepatitis B vaccine **before** the beginning of the school year. The first two doses must be at least 4 weeks apart, and the third dose must be at least 2 months after the second dose, but there must be 4 months between the first and third doses.

TB (Tuberculosis) Test – This test is recommended, but not required.

Lead Assessment/Screening - Will be completed by your physician. Only those students living in "high risk" areas, determined by zip code, will be required to have a blood lead screening. At this time, Lansing is in a "low risk" area.

The Cook County Department of Public Health provides free immunizations to all children, except those with an acute illness or with a history of asthma or seizures. **For information about free clinics, call 708/210-4500.**

ILLINOIS LAW REQUIRES THAT STUDENTS BE EXCLUDED FROM SCHOOL IF PHYSICAL EXAMINATIONS AND PROOF OF IMMUNIZATIONS ARE NOT PRESENTED BY OCTOBER 15TH OF THE YEAR THAT THEY ARE REQUIRED.

Emergency Contacts:

It is the responsibility of the parent or guardian to update student emergency contacts in PowerSchool for the school to use in the case of an emergency and are to be completed when registering your child on PowerSchool each year. It is the parent's responsibility to report any changes in information during the school year to the school office, the district nurse or school health aide.

Automated External Defibrillators (AED)

An Automated External Defibrillator is located in each school's main gymnasium. At Memorial, each gymnasium is equipped with an AED and an additional AED is designated for use at outdoor athletic events. The school administrators, health workers and physical education personnel are trained in its use. Should an emergency situation arise, the trained on-site personnel will assess the situation, determine the need for placement of a 911 call and the need for the use of the AED in accordance with their training.

Communicable Diseases:

Parents must comply with the following procedures, which are in accordance with the Rules and Regulations for the Control of Communicable Diseases, as issued by the Illinois Department of Public Health:

Chicken pox: Exclusion from school for at least six days after the onset of the skin eruption.

Mumps: Exclusion from school for nine days and until all swelling is gone.

Strep Infection: Exclusion from school until the child has been on antibiotic therapy for at least 24 hours.

Skin rashes, eruptions and conjunctivitis: Exclusion from school until the condition clears or until a physician states in writing that the disease is not contagious.

Pediculosis (Head Lice): Students who are infected with head lice will be excluded from school until the district nurse sees no evidence of head lice, or a note is received from a doctor stating that the condition has been treated, accompanied by proof of medication purchase. The district nurse will provide parents with treatment information. Students in the same class with an affected student will be examined by school health personnel.

Fever and Vomiting

If a student has an acute upper respiratory infection, earache, upset stomach and/or elevated temperature of 100 degrees or more, the student should not be sent to school.

A child is to remain at home for 24 hours following an episode of fever (i.e. fever free without fever reducing medication) or vomiting to ensure full recovery.

Hearing and Vision

All students in grades Preschool, Kindergarten, 1st, 2nd, 3rd, 8th, Special Education and new students transferring into District 158 will receive hearing and/or vision screenings. Students may also be screened at the request of a teacher or parent. (Note: students who wear eyeglasses will not be screened for visual acuity. All students with known hearing problems will receive a screening). If there is evidence to indicate the need for further professional/medical examination and evaluation, a referral notice is sent to the parent after a second screening is completed. These forms are to be completed by a physician or qualified professional, and returned to the district nurse.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Physical Education/Recess

Students are expected to participate in physical education classes and recess. If they are to be excused from physical education or recess for more than three (3) days, the school will require a written evaluation from a physician. If a child has a physical disability which limits his/her participation in physical education for an extended period of time, a note for physical education exclusion is to be completed by a physician and filed with the student's health record

HOMELESS INFORMATION

If your family lives in any of the following situations:

- 1 In a shelter, motel, vehicle, or campground
- 2 On the street
- 3 In an abandoned building, trailer, or other inadequate accommodations, or
- 4 Doubled up with friends or relatives because you cannot find or afford housing

Then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Please see your school principal or contact the District 158 Homeless Liaison, Mr. Shawn Walsh, at (708) 474-6700 for a copy of these rights.

IAR

Students are tested in the spring of each year using the Illinois Assessment of Readiness (IAR) to determine their progress in attaining the Illinois Learning Standards. The results of these assessments will be shared with parents when they become available from the Illinois State Board of Education.

IDENTIFICATION BADGE

Memorial students will be issued an identification badge and a lanyard or clip each school year after school pictures are taken. Students are to wear the ID badges every day or as directed by the school administration. The badge must be worn around the neck or be clipped to clothing at the chest level and be visible at all times. Teachers may also collect the badges daily and keep them at school. Students will be charged \$5 for lost or destroyed badges and may be subject to disciplinary measures by the school administrator.

Memorial students must have ID's for entrance in any extracurricular activity, including games and dances.

ILLINOIS SCHOOL REPORT CARD/5ESSENTIALS SURVEY

Each school year the Illinois State Board of Education issues an Illinois School Report Card and the results of the 5Essentials Survey (conducted every other year) for each school and the school district. The Report Card gives demographic, instructional setting and financial information about the school and the district. The 5Essentials Survey is a diagnostic tool that provides schools data from parents, students and faculty on five leading indicators for school improvement: Effective Leaders, Collaborative Teachers, Involved Families, Supportive Environment and Ambitious Instruction. The academic performance on the state assessments for the school, district and state is reported via the Report Card. The Illinois School Report Cards and results of the 5Essentials Survey are available to the public by visiting the district web site, www.d158.net, or a hard copy may be requested at the school office.

ITEMS PROHIBITED AT SCHOOL

Toy guns/look-a-likes, toy weapons or illegal drugs are not allowed in school. Any student in possession of such items will be dealt with in accordance to School Board Policy 7:190 which includes suspension out of school and/or possible expulsion.

WEAPONS

A student who is determined to have brought a weapon to school shall be expelled for a period of not less than one year. The expulsion period may be modified by the board on a case-by-case basis. For purposes of this Section, the term "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by (various state and federal statutes), knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and

pens may be considered weapons if used or attempted to be used to cause bodily harm. (105 ILCS 5/10-22.6)

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some ways with school procedures. Such items as roller skates, roller blades, roller type shoes, skateboards, hard balls, toys, aerosol cans, etc., if brought to school as playthings, are undesirable and will be impounded and returned to the parent at his/her request. Parents are requested to help children understand the necessity of such regulations.

Electronic music devices, cameras, playing cards, collector cards (including Pokémon), electronic games, etc., will not be allowed on school grounds.

Student use of cell phones during school hours is prohibited. The district assumes no responsibility for loss/ theft of cell phones.

Students **are not permitted** to sell **any** item to other students at school, on school buses, or at school bus stops. *This includes the selling of personal lunch items, candy, and school fund-raising items.*

LOST AND FOUND

1. All articles found are to be placed in the lost and found area. Please check this area when you lose something. All unclaimed articles will be given to a charitable organization at the end of each quarter.
2. Please use name labels or some form of identification on items of clothing so that the child will recognize it.

MEAL SERVICES

A good practice to aid in hygiene is to put a moist towelette in your student's backpack each day and encourage him/her to use it to clean their hands before and after eating.

1. Free breakfasts/lunches will be provided for all children.
2. District 158 has a daily breakfast and hot lunch program. Menus can be accessed on the district website. Breakfast/lunch menus will be sent home with students monthly.
3. If your child is bringing a bag lunch, please make sure your child has his/her lunch before leaving home.
Parents delivering their student's lunches to school at lunchtime must come to the office vestibule and drop them off. Lunches should be labeled with the student's first and last name. Parents may NOT drop-off fast food items for student consumption.
4. The lunch period is supervised by adult supervisors.

Students are allowed to bring a nutritious snack to school daily in Kindergarten through fifth grades. Students cannot bring large quantities of food to share with others. Only single serve size snacks are allowed in a student's lunch. No large or family size drinks or chips/snack items are allowed. Not following these guidelines will result in these items being taken for parent pick up or disposal if not picked up.

BREAKFAST ETIQUETTE

1. Students are expected to arrive for breakfast between 8:15 a.m. and 8:40 a.m. in grades Kindergarten through fifth grade and between 7:55 a.m. and 8:10 a.m. at Memorial Junior High School. Bus riders will receive direction from the supervisor when the bus arrives at school.
2. Students are expected to stay seated at their assigned tables during the breakfast period. A staff member will give directions for dismissal.
3. Procedures for throwing away garbage are to be followed.

LUNCHROOM ETIQUETTE

1. Stay in your assigned seat.
2. Raise your hand for permission to leave your seat.
3. Talk in a quiet voice.
4. Remember your table manners and leave your area clean.
5. Lunches and/or utensils may not be shared, and items should not be traded or sold.
6. Be respectful of your peers and adult supervisors.

MANDATED REPORTERS

In accordance with the Illinois School Code, all district personnel are required to file a report in all cases of suspected child abuse or neglect with the Department of Children and Family Services (DCFS). Lansing School District 158 DCFS coordinator is Mr. Shawn Walsh at (708) 474-6700.

ON LINE REGISTRATION

Returning students of Lansing School District 158 can register on-line through the district website. All registrations will be checked with National Investigations, Inc. It is very important

that all contact information be up to date in PowerSchool including email, home address, and phone numbers.

PANDEMIC

Pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

- 1) All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
- 2) Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- 3) Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
- 4) All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
- 5) Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements including the use of all personal protection equipment i.e. face masks.
- 6) During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
- 7) School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- 8) Student who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact a school official.
- 9) During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

- 10) In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
- 11) Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- 12) Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

PARENT/TEACHER ASSOCIATION (PTA)

Parents are strongly encouraged to join their local school PTA. The PTA sponsors many student-centered events and parties throughout the school year. Check with your child's school for scheduled Parent meetings.

PASSES FOR LEAVING SCHOOL

Requests for students to leave the building while school is in session, including during the lunch period, must be cleared through the principal's office through a note or phone call from the child's parent/guardian. Leaving school without permission is classified as truancy. **In order for a student to leave school, a parent/guardian must sign the student out in the school office.**

PERSONAL ITEMS

1. The school is not responsible for any lost, stolen or damaged items and any money, jewelry or other valuables brought to school.
2. Matches, lighters, toys, knives, rubber bands or other items that a student uses to cause disruption or threaten the safety of others, will be confiscated, and not returned. Possession of these items may be cause for suspension from school or expulsion from the school district. Other inappropriate items will be confiscated as well.
3. Selling or trading among students at school, on the school grounds or on the school bus shall not be permitted.
4. Children must obtain teacher's permission before bringing toys or other personal items to school.
5. Chewing gum is not allowed.
6. Items that are brought to school must be in plastic or non-glass containers. Aerosol containers and glass jars are not allowed.
7. Students are not allowed to bring electronic music devices, cell phones, roller blades, skateboards or pocket video games to school.
8. Students are discouraged from bringing non-school related money to school.
9. No pets are allowed on school property.

PHONE CALLS / MESSAGES

Phone Calls: Emergency calls may be made in the office.

Message to Students: To avoid interrupting classroom instruction, only messages that are of an emergency nature will be given to student.

PreK – GRADE 5 PLAYGROUND ETIQUETTE

1. Follow playground equipment etiquette and directions. For the sake of safety, students should not wear scarves, necklaces, etc., while playing on the equipment.
2. Students are expected to use the playground in a friendly and fair manner.
3. Students are prohibited from pushing, kicking, hitting, tackling, wrestling, unnecessary roughness or any other potentially harmful physical act while on the playground.
4. Students are prohibited from bringing their own playground equipment and/or toys.
5. When the whistle blows, line up immediately.
6. Follow the rules of the game you are playing.
7. Do not throw mud, dirt, snow, stones, snowballs or any item at any time.

PROGRESS REPORTS

1. Parent/Teacher conferences are scheduled in October and February as part of the reporting process. Additional conferences may be scheduled by the parent as needed by contacting your child's teacher(s).
2. Progress reports available 24/7 on the PowerSchool page. PowerSchool allows parents to have access to pertinent information about their child's attendance, grades, homework assignments, and information. Please contact your child's school if you need help getting into your parent PowerSchool account.
3. Paper copies of progress reports and report cards can be requested by contacting the school's office.

PROMOTION AND RETENTION

Promotion

The administration and professional staff have established promotion and graduation requirements. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance and performance based on local testing. No student shall be promoted based upon age or any other social reason not related to academic performance.

Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instruction materials, other modifications in the instructional program, reduced class size, or retention in grade.

Retention

1. Retention of a student shall be considered when the district's professional staff determines that it is in the best interest of the student. Retention may be considered in the following circumstances:
 - a. The student has not successfully completed the requirements for promotion set forth by the administration and professional staff.
 - b. Retention would have a reasonable chance of benefiting the student's total educational and social development.
 - c. The student is performing below his or her ability and grade level.
 - d. The student's social and physical maturity are below the norm for his or her age.
2. Whenever retention of a student is being considered, the parents or guardian shall be invited to a meeting to discuss the situation with the principal and appropriate professional staff.

Acceleration

Acceleration may be considered for a student whose performance and maturation is significantly above his or her grade level and whose assignment to an advanced grade level is judged to be beneficial to the student. Advanced placement of a student shall only be implemented after the principal and appropriate professional staff members have discussed the placement with the student's parents or guardians. (105 ILCS 5/10-20.9a and 10-21.2).

PUBLIC NOTICE

The United States Environmental Protection Agency and A.H.E.R.A. requires that school districts inform the parents, students and staff annually of the presence of asbestos. Schools are required to inspect their buildings for asbestos, develop asbestos management plans and implement response actions. The District Plan contains information on our inspections, response actions, re-inspections and surveillance activities. If you have any questions about the management plans, please contact the Lansing School District 158 Administration office.

RECESS

1. Students go outside whenever weather permits. Schools will use the following criteria as guidelines when determining if students can go outside for recess or physical education. Students will not be sent outside for recess when temperatures are less than 10°F. and/or wind chills are less than 0°F. Students are expected to dress appropriately for the weather. Each principal will make the determination based upon these guidelines and other conditions at that specific school.
2. If a child has been ill and cannot go outside the day of return, a written note to the teacher is required.

3. A request for more than three (3) days of indoor recess requires a note from the doctor.

REPORTING TO THE PARENTS/GUARDIANS

Report Cards and Progress Reports

Report cards are distributed within six days after the end of every quarter. Reports shall attempt to estimate the quality of a student's performance with reference to his/her capacity and achievement. Each child's educational progress should be gauged against his/her own abilities, rather than the abilities of the other children in the class. Progress reports for grades 1 through 8 are available on-line four times per year.

Parents need not wait for report cards to check on their child's progress. They should check frequently with their children, view progress online for first through eighth grades, and should feel free to contact the school to arrange for a meeting with the teacher at a mutually convenient time.

A paper copy of your child's report card is available upon request to the school office.

Notes

Parents should check with their students daily for notes from teachers or the school office. When necessary and appropriate, written notification may be sent with students to inform parents of field trips/special events, information pertinent to the student's education, safe school notifications or other important informational items.

When an incident involving the safety of students arises at the school or district, the decision to notify all parents of the details of the incident will be made on a case-by-case basis. The building and district administration will make this decision based on the best interest and safety of all students in the school or district.

Telephone Calls

Administrators, teachers and health personnel will telephone parents and guardians as needed to keep parents informed of individual student concerns and/or progress. It is important that parents and guardians keep a valid working telephone number on file at the school at all times.

SAFETY

The school curriculum includes direct lessons on all aspects of school safety. Parents are urged to reinforce these lessons by frequently reviewing expected behaviors. Ask your child what the rules are for the playground, streets, buses, fire and tornado drills.

For the safety of our staff and your child, non-violent crisis intervention training is utilized at our schools.

SEARCH AND SEIZURE

For the safety and supervision of students, to maintain discipline and order in school, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches without notice to or consent of the student and without a search warrant in “places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places or areas by students.” Students have no reasonable expectation of privacy in these areas, or their personal effects left in these places and areas (except their bodies). Evidence secured may be seized and used in disciplinary proceedings or turned in to law enforcement authorities. (Illinois School Code 105 ILCS 5/10-22.6 pursuant to Quality First Act, P.A. 89-610).

SEX EQUITY IN EDUCATION BOARD OF EDUCATION POLICY STATEMENT

It is the policy of the Board of Education of Lansing School District 158 that no person shall be subjected to discrimination on the basis of sex in the provision of programs, activities, services, or benefits and that it guarantees both sexes equal access to education and extracurricular programs and activities.

Grievance Procedure

Any student who feels he/she has been discriminated against in any program or activity because of his/her sex should use the following grievance procedure:

1. An attempt should be made to resolve any grievance in an informal, verbal discussion between the complainant and the school employee most directly involved in the complaint. This attempt should be made as promptly as possible after the complaint arises, not more than fifteen (15) calendar days.
2. The complainant may present the grievance in writing within five (5) calendar days to the building principal if the informal process fails to satisfy the complainant. The principal shall meet with the complainant and all involved parties, and shall provide the complainant with a written response within fifteen (15) calendar days.
3. If the grievance is not resolved at the second step, the complainant may refer the grievance within fifteen (15) calendar days to the Superintendent of Schools, who will meet with the parties involved within fifteen (15) calendar days after receipt of the complaint. The Superintendent will issue a written decision within fifteen (15) calendar days after the meeting.
4. If the complainant is not satisfied with the Superintendent's decision, he/she may refer the grievance within fifteen (15) calendar days to the District 158 Board of Education. A committee of Board members will meet with all parties involved within thirty (30) calendar days after receipt of any written grievance properly filed with the Board

Secretary and shall render a writing within fifteen (15) calendar days after such a meeting. The decision of the Board will be final within the district.

5. Complainants shall be informed of their right to further appeal the decision of the Board to the Superintendent of the Educational Service Region pursuant to section 3-10 of the School Code and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of the School Code.

SEXUAL HARASSMENT

It is the policy of this School District (Board Policy 5:20) to provide for its students an educational environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. No student shall be harassed by another student on the basis of sex. All instances must be reported immediately to the administration. After an investigation, appropriate disciplinary action will be taken.

SHUTTLE BUS ETIQUETTE

The district operates shuttle buses between schools when necessary to alleviate overcrowding. Students assigned to the shuttle bus must adhere to bus etiquette. Students are to report to their designated pick-up location at their assigned time.

SPECIAL EDUCATION

STUDENT SERVICES OFFICE Located in Lester Crawl School

18300 Greenbay Avenue

708-474-6700

FAX 708-474-0149

Ms. Mary P. Ford, Executive Director of Student Services

Mr. Shawn Walsh, Assistant Executive Director of Student Services

District 158 schools, which include Coolidge, Lester Crawl, Oak Glen, Reavis, and Memorial Junior High, through membership in the ECHO Joint Agreement, provide a broad spectrum of services for students with special needs. Programs are designed to meet the needs of students who have significant needs, be it learning, or otherwise, which prevent them from being successful in a regular classroom. In most cases the services required by the identified special education student are available in District 158 schools, either on a part-time or full-time basis. Programs for Early Childhood and PreK At-Risk located at Lester Crawl School are available for children ages 3-5.

Additionally, services for speech/language therapy, psychological evaluations, social work and guidance counseling, occupational and physical therapy, and school nurse services are provided as deemed necessary.

Before a student is evaluated and placed in a special education program, parents and/or legal guardians are involved in the process and must give their consent to proceed. Referrals may be requested by parents, teachers or other agencies that are in contact with the child.

Any parent or legal guardian of a child who is 3-5 years of age or older may request District 158's screening and diagnostic services throughout the school year. Parents who suspect their child may need special help should contact the Office of Student Services at 708-474-6700.

STATEMENT OF ASSURANCE

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Lansing School District 158 assures that no person in the United States shall, on the basis of race, color, national origin, age, sex or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

STAYING AFTER SCHOOL

Parents will be notified in advance of meetings, programs, or assigned activities which require students to stay after school.

STUDENT BEHAVIOR

One of the most important lessons in education should teach is appropriate student behavior. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people and most importantly, is essential to the classroom environment for learning to take place and for all students to reach their educational potential. The district is committed to these goals and to achieving them through encouraging proper student behavior.

Teachers and parents/guardians are encouraged to build a partnership that is focused on student success. Through communication and discussions, many student related issues/concerns are more likely to be readily addressed at that level. However, there may be times when an issue/concern may require the assistance of the building administration and parents/guardians are encouraged to seek their assistance. If further assistance is needed, parents/guardians may contact the Administration Center for guidance. Once an issue/concern has been addressed, it is important for parents/guardians to be aware that school law does not allow for any further public discussions related to student discipline, employee outcomes and/or related consequences.

Positive Behavior Interventions and Supports (PBIS)

"PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students." (<https://www.pbis.org/school/swpbis-for-beginners/pbis-fags>).

In support of the framework stated above, District 158 has implemented PBIS programs at each of its schools to instruct and support students in learning appropriate school etiquette. Positive Behavior Intervention Supports (PBIS), is a proactive systems approach to establishing support for student's behavior and social culture. The district expectations of, "Be Respectful, Be Responsible and Be Safe," are taught to each student and reviewed regularly throughout the year. Each school has a PBIS Matrix that is updated yearly and included in the appendix to this handbook. Every classroom matrix will be created with the teacher and students in order to accommodate student/classroom needs. Through data collection specific behaviors are identified and taught monthly. Goals will be set, and celebrations will be held when these goals are met. Our disciplinary policies are designed to take into account the age of the child and the individual needs of each student. The expected behaviors are listed in each school's behavior matrix located in the appendix.

The PBIS policy will be based upon the following principles:

1. All children can exhibit appropriate behavior.
2. It is best practices to intervene before targeted behaviors occur.
3. PBIS uses tiered models of service delivery.
4. Monitoring student progress to inform interventions.
5. Ongoing data collections systems are in place to make informed behavioral intervention planning decisions.

Bullying/Cyber-bullying

The Lansing School District 158 Board of Education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the Board of Education prohibits acts of bullying/cyber-bullying, harassment, teen dating violence and other forms of aggression and violence. Bullying/cyber-bullying, harassment, or teen dating violence, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All board members, administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying/cyberbullying, harassment and teen dating violence and to demonstrate behavior

that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

Bullying/cyber-bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying/cyber-bullying of any kind will not be tolerated.

Cyber-bullying is the repeated use of information technology using the internet or communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm someone else. For additional information on cyber-bullying visit www.d158.net and click on the Social Media icon.

The Illinois School Code Section 27-23.7 defines bullying as any severe or pervasive physical or verbal act or conduct including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- a. placing the student or students in reasonable fear of harm to the student's or students' person or property.
- b. causing a substantially detrimental effect on the student's or students' physical or mental health.
- c. substantially interfering with the student's or students' academic performance; or
- d. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Reporting bullying/cyber-bullying is everyone's responsibility. Students are encouraged to report bullying/cyber-bullying to their classroom teacher or school administrator if they are victims and/or witnesses to such acts. Parents/guardians are also encouraged to report bullying/cyber-bullying to their student's classroom teacher or school administrator if they believe their student is a victim and/or witnessed such an act. A bullying hotline (708-251-3623) has been established to help report such incidences. All reported incidences will be thoroughly investigated in accordance with School Board Policy 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*. Students that are found to be bullying/cyber-bullying will receive disciplinary consequences by the

administration. The school social workers will be made available to those students that feel the need for extra support due to a bullying/cyber-bullying incident. Any parent/guardian whose student is involved in a bullying/cyber-bullying incident will be notified.

Expected Student Behaviors

All students are expected to commit themselves to contribute to the safe, orderly operation of District 158 schools. **Refer to PBIS Matrix for each school**

During Disaster or Safety Drill:

1. Maintain COMPLETE SILENCE.
2. Leave all items in the classroom.
3. Walk rapidly to the designated exit or area posted.
4. Follow directions of adults in charge.

BEHAVIOR MANAGEMENT AND CONSEQUENCES

The faculty and staff are committed to fostering growth in all students by helping them manage their own behavior. School administrators shall consider forms of non-exclusionary discipline to the greatest extent practicable and, where practicable and reasonable, before using out of school suspensions or expulsions. The following interventions represent forms of non-exclusionary discipline and are a range of options that may not always be applicable in every case: districtwide PBIS/behavior systems, classroom behavior systems, parent contact, conference with teacher, behavioral contracts, withholding of privileges, social work groups, check-in/check-out, peer mediation, detention, and in-school suspension. Initially, when problems arise, faculty and staff will attempt to resolve them with the student individually, depending on the maturity of the student and the severity of the behavior.

NOTE: Any assault on school personnel will be reported to the Lansing Police Department.

SUSPENSIONS

Suspensions are assigned by an administrator and may be assigned as an in-school suspension or an out of school suspension, depending on the severity of the infraction. Before the assignment of any suspension, a student will be given the opportunity to explain and/or respond to the infraction. Parents will be notified when their child is assigned to an in-school or out-of-school suspension. Students are given the opportunity to complete classroom work during an in-school or out-of-school suspension for equivalent academic credit.

The in-school suspension program (ISS) is an effective alternative to out of school suspensions. ISS removes the student from the classroom but keeps the student within

the school during the period of suspension. A student assigned an ISS is ineligible to participate in or attend any extra-curricular activities until the next school day following the assigned days. Students are supervised by certified personnel and will be expected to complete assignments. Failure of a student to abide by ISS rules may result in further discipline.

Short-term Out-of-School Suspensions (1-3 days) may be received for threat to school safety or a disruption to other students' learning opportunities. Long-term Out-of-School Suspensions (4 or more days) may be received for threat to school safety of other students, staff, or members of the school community or the student's presence substantially disrupts, impedes, or interferes with the operation of the school. Illinois law requires a school district to provide information to a parent or guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

Students assigned an out-of-school suspension are ineligible to attend school activities or functions.

A re-engagement process shall provide the opportunity for students that have been suspended to conference with staff in order to reinforce positive behaviors.

TITLE I AGREEMENT FOR SUCCESS

District 158 is a Title I district serving low income students.

A trusting school and home partnership is a necessary component for helping all our students to become successful at school. The Agreement for Success reflects each of our responsibilities that will help to contribute to our students' success.

PARENT/GUARDIAN AGREEMENT

I want my child to be successful. Therefore, I will:

- See that my child is on time and attends school daily.
- Support the school efforts to maintain discipline.
- Establish a time for homework and review it regularly.
- Provide a place to study.
- Encourage and praise my child's efforts.
- Read with my child and let my child see me read.

STUDENT AGREEMENT

It is important that I work to the best of my ability. I will:

- Attend school daily.
- Come to school each day prepared.
- Follow school rules.
- Complete homework on time.
- Give my best effort every day.

TEACHER AGREEMENT

It is important that students achieve. Therefore, I will do the following:

- Provide a "learning friendly" atmosphere.
- Provide students and parents with information about student progress.
- Use special activities in the classroom to make learning enjoyable.
- Follow school rules and be prepared for each class day.

PRINCIPAL AGREEMENT

I support ideas. Therefore, I shall strive to do the following:

- Provide a safe learning environment.
- Treat each parent, student and teacher fairly.
- Provide necessary communication.

TITLE I DISTRICT PARENT RIGHTS

District 158 is proud to announce that all of its teachers and paraprofessionals are highly qualified for their position. All of District 158 teachers have met the State of Illinois certification requirements and hold a bachelor's degree and/or a master's degree in education. All paraprofessionals are highly qualified as required by the State of Illinois either through testing or college credit. Parents of students enrolled in Title I schools may request information regarding the qualifications of their child's teacher(s) in the school office and will receive a response to such a request within seven (7) school days.

TOBACCO/TOBACCO-LIKE PROHIBITION

No person shall use tobacco or tobacco-like products on District property when such property is being used for any school purposes, and no person shall smoke on any District property.

Students are prohibited from possessing, transferring, smoking or using tobacco in any form in school buildings, on school property, during school hours or at school sponsored activities at any time. Students violating this policy shall be disciplined in accordance with the student discipline policy.

District officials shall make reasonable efforts to prevent smoking and tobacco use in District facilities by posting appropriate signs or contacting a law enforcement officer, disciplinary action, or other appropriate means. (105 ILCS 5/10-20.5B and 410 ILSC 80/1 et. seq.)

TRAFFIC SAFETY AND PARKING

A large number of students are transported to and from school by automobile. This concentration of automobiles near the school presents an obvious safety concern.

Please obey all street signs and traffic patterns.

Students should only exit their automobiles from the passenger/curb side.

Do not double or triple park. Do not park in designated bus loading areas.

Parents may not exit their car while in the drop off lanes. Parking is only allowed in designated parking areas. Do not block driveways of surrounding residents.

Please be conscientious of our need to keep the students safe. Ultimately, the above-mentioned rules are in place to keep our students safe. Traffic can certainly be frustrating, therefore, please be patient and allow yourself a little extra time so our children can be safe.

See your school's appendix for specific traffic procedures pertinent to that school.

TRANSFERS

Transferring In

A student seeking admission to a District 158 school must meet all prerequisites as mandated by State Law. A student entering District 158 schools must submit a "Student in Good Standing" form from their previous school, original birth certificate, proof of residency, up-to-date health and immunization records, and any other records prescribed by law.

Parents/guardians of students enrolling in the district for the first time must present a certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation per *School District Policy 7:50 School Admissions and Student Transfers To and From Non-District Schools*.

The building principal or designee shall make the class or grade level assignment and may accept or reject the transferring school's recommendations.

The parent/guardian should make a request from the previous school to forward an unofficial record of the student's grades. If the parent/guardian is unable to present the records, the student shall be admitted, and the building principal shall request the records from the previous school. An official transcript of the scholastic records, when received, will replace the unofficial grade record.

Transferring Out

Parent(s)/guardian(s) of a student transferring from the district should give the building principal written notification of their intent, pay outstanding fees or fines, and return all school owned property.

The building principal shall complete and provide to the parent/guardian a “Student in Good Standing” form for any student transferring from the district. Within ten (10) days of receiving an official request for records, the building principal shall send to the district which the student will or has enrolled in an unofficial record of the student’s grades, and the remainder of the student’s school records. Within ten (10) days after the student has paid all outstanding fees and fines, the principal shall mail an official transcript of the scholastic records.

The records release form shall serve as the written notice to parent(s)/guardian(s) of the nature and substance of the records to be released. Parents shall have an opportunity to review these records upon request and copy them.

TRANSPORTATION

Lansing School District 158 cannot assist any student transportation through Uber or any other transportation system that is not a part of the emergency contact.

VANDALISM

Many dollars are lost each year because of the cost of vandalism and equipment thefts in schools across the country. These incidents usually occur at night, or when buildings are not occupied.

The schools belong to the citizens; buildings and equipment are your properties. We are urging the citizens of our community to help decrease this drain on the schools’ financial resources by reporting to the authorities any unusual activity inside or outside the buildings. To those who join us in the effort of reducing vandalism and theft, we extend our sincere gratitude on behalf of the staff and students of Lansing School District 158.

VISITORS TO SCHOOL PROPERTY

Hall Pass is a visitor management system designed to improve student safety by scanning government issued ID’s, checking them against the National Sex Offender Registry, and printing picture badges. Hall Pass will be required for school visitors to gain access to student areas and/or chaperone field trips. All visitors are still welcome in the front vestibule and Main Office of each building without using Hall Pass.

1. Parents are welcome to visit the school but must sign-in with the office and have their government issued ID’s scanned through Hall Pass. Classroom visits/observations

are to be scheduled ahead of time through the school office. Parents are to enter the school at the main office only. (See Request for Classroom Observation Form)

2. Visitors and parents will be issued a visitor's pass. Do not take offense if you are stopped by a member of our staff to inquire about your presence.
3. We want to minimize classroom interruptions and distractions, therefore, your preschool children visiting with you must be closely supervised by you.
4. Students are not allowed to bring other children as visitors to school.

When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member should contact the school office to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. The school district expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs.
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
14. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Enforcement

Any staff member is authorized to request identification from any person on school property; refusal to provide such information is a criminal act and will cause the building principal or designee to the building principal to seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year and may be issued a Municipal Ordinance Citation by the Lansing Police Department.

VOLUNTEERS

Volunteers are appreciated and welcomed. Please understand you will not be allowed to bring preschool children with you in order to minimize classroom interruptions or distractions. Volunteers can be utilized in many ways including in the classrooms, helping in the parking lot, athletic programs, assisting in the LRC and lunchroom, concessions, and /or field trip chaperone. Please check with your child's teacher or school administrator for information.

ANY QUESTIONS?

This handbook cannot equate to an irrevocable contractual commitment to the student, but only reflects the current status of rules and policies of District 158. District 158 does strive to comply with all of the ever-changing state, federal, and local laws and mandates.

If you have any questions, please call your Lansing School District 158 school Principal for further information.

APPENDIX 1 - 5th GRADE BASKETBALL ELIGIBILITY REQUIREMENTS

The purpose of this program is to develop good sportsmanship, basketball skills and to allow our students to have fun during friendly competition with our other elementary schools. Students in extracurricular activities are required to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property. Hazing and bullying activities are strictly prohibited; and failure to demonstrate good conduct could result in removal from the activity.

TRYOUT INFORMATION

To try out and/or be eligible to participate in an extracurricular activity, a student must have no more than one (1) "F" during an academic grade-check. The most recent grade-check is used to determine the student's eligibility. The student's academic eligibility standard must be maintained throughout the duration of the extracurricular activity. If a student fails to meet this standard during an in-season grade-check, he/she will NOT be able to participate in any competition or game until the following grade-check. These academic and behavior standards must be maintained throughout the duration of the activity. Basketball tryouts will begin in December/January. A letter with dates and times of exact tryouts will be sent home. All students and their parent/guardian participating in 5th grade basketball shall be required to sign a concussion information form and obtain a sports physical, before participating in the activity.

TEAM REQUIREMENTS

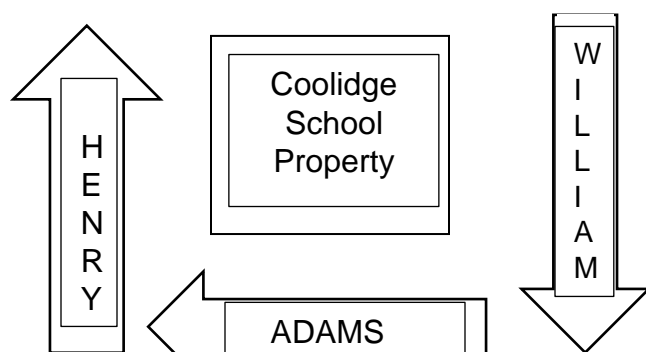
1. Academic eligibility will begin the first week of practice and continue throughout the entire season. The week will begin on Monday and end on Friday. Grades will be checked on Friday to determine the next week's eligibility. The principal or the assistant principal will notify the child, teachers, parent and coach by Monday of ineligibility. If a player receives an F in any subject area, the following will happen:
 - 1st week --- warning, practice only
 - 2nd week --- not allowed to practice or play in games
 - 3rd week --- no longer on teamAll of these weeks must be consecutive.
2. All players must be in attendance at school for half a day to be able to practice or play on that day. Any player sent home from school sick is not eligible to practice or play the same day.
3. A student who displays poor conduct is subject to removal from the team.

***APPENDIX 2 – ELEMENTARY SCHOOL PBIS MATRIX**

(*Subject to Change Pending PBIS Committee Review)

	All Settings	Arrival	Dismissal	Hallway	Teacher Directed PE	Lunchroom	Restroom	School Events/ Assemblies
Be Respectful	Treat others the way you want to be treated Have a positive attitude	Listen to supervisors and all staff Keep hands, feet and objects to yourself Use kind words only	Wait and watch for your ride Stand near your assigned teacher Use kind words	Line Basics Be aware of others	Follow game rules and positive play Share equipment and space Use kind words	Raise your hand for assistance Use inside voices Use polite table manners Clean table and floor around you, and put away tray	Maintain and respect the privacy of others Quiet voices	Demonstrate audience behavior Be courteous Show appreciation
Be Responsible	Ask permission Follow directions	Enter building quietly Wait at designated area	Gather all materials to go home Walk with teacher to assigned location	Walk directly where you are supposed to go	Bring in any items brought outside Line up quickly and quietly Dress for the weather	Follow supervisors' directions	Flush Wash and dry hands Be quick Use restroom equipment properly	Enter and exit quietly Listen to the speaker
Be Safe	Body Basics	Use the crosswalk and sidewalks Follow parking lot procedures Walk Line Basics	Wait for your vehicle to completely stop Enter through passenger doors Use crosswalks	Walk on the right side of the hallway Keep items off floor and in locker	Stay in assigned location Body Basics	Only eat your food Follow the supervisors' directions	Wash hands with soap and water Use restroom equipment properly	Body Basics

APPENDIX 3 - COOLIDGE SCHOOL TRAFFIC PATTERNS



2023-2024 Coolidge Arrival and Dismissal Information

Arrival Info

- William Street will remain a one-way street heading south towards Adams Street. Adams Street will remain a one-way street heading west toward Burnham Avenue. Henry Street will remain a one-way street heading north toward 178th Street.
- Students may enter the building via Door 1 (Henry Street) or Door 9 (William Street) at 8:15. Avoid using Jackson Street. Staff members will be available to help your child out of the car and to help the traffic flow. Please pull all the way up to the designated cone and have your child immediately exit the car on the passenger side. **Please do not get out of your car.**
- Kindergarten and first grade students will gather in the Multipurpose Room while the second, third and fourth graders will gather in the gymnasium. Fifth grade students will sit with their class in the blue hallway. Supervision begins at 8:15. For safety reasons, please do not allow your child to arrive earlier.
- Students need to be at school by 8:45. every day so that they can walk to their classroom without being tardy. The tardy bell rings at 8:50.
- Students who are eating breakfast will proceed to the Multipurpose Room. Breakfast is served from 8:15 to 8:30. Bagged breakfasts are available from 8:30 to 8:45 a.m.
- The doors will be locked at 8:45. Students arriving after this time will need to enter the building through Door 1 with a parent.

Dismissal Info

- During Open House, please confirm with your child's teacher who will pick up your child. If your dismissal plans are different than what you reported during registration, you must write a note to your child's teacher. Safety is extremely important to us! Therefore, we rely on written directions from you to keep your child safe during dismissal time. Calling the office to change a dismissal plan may only be done in an extreme emergency. Please communicate directly with your child's teacher.
- The William Street parking lots will be closed from 2:45 to 3:15 every day. The main parking lot outside Door 1 will remain open during dismissal. Please encourage your child to use the sidewalks and to cross the street with the assistance of the crossing guard.
- William Street will remain a one-way street heading south towards Adams Street. Adams Street will remain a one-way street heading west toward Burnham Avenue. Henry Street will remain a one-way street heading north toward 178th Street.
- Students must be picked up between 3:05 and 3:15.

- **Kindergarteners** will exit through Door 12 near Henry Street. A parent will need to check-in with the teacher before a student is released. Parents are encouraged to park on Henry Street or in the main lot.
- **First graders** will exit through Door 2. Parents should stand by the Adams Street playground and allow the students to come out and line up with their teacher. A parent will need to check-in with the teacher before a student is released. Parents are encouraged to park on Adams Street or in the main lot.
- **Second graders** will exit through Door 11 and will stay with their teacher on the blacktop by home plate of the kickball field. Enter this area via the gate on 178th Street. Parents are encouraged to park on 178th Street.
- **Third graders** will exit through Door 9 and stay with their teacher by the building on William Street. Look for your class abbreviation on the posted signs in the windows. Parents are encouraged to park on Jackson Street or William Street and stay on the sidewalk by the street until students are lined up with their teachers.
- **Fourth graders** will exit through Door 10 and stay with their teacher by the building on William Street. Look for your class abbreviation on the posted signs in the windows. For safety purposes, please do not block the ramp and do not take your child before the class is in place. Parents are encouraged to park on Jackson Street or William Street and stay on the sidewalk by the street until students are lined up with their teachers.
- **Fifth graders** will exit through Door 10 and will meet their parents by the hopscotch on the 178th Street playground. For safety purposes, please do not block the ramp and do not take your child before the class reaches the hopscotch. Parents are encouraged to park on 178th Street.
- If your child is walking to meet you in a car without teacher supervision, consider parking a block away from school.
- If your older child needs to meet a first-grade sibling, the older child will be released at 3:02 to go to the blue hallway by the trophy cases. The siblings will then exit via Door 2 with all first graders at 3:05. Please let your child's teacher know if the siblings need to follow this procedure. All other students that need to meet a younger sibling will dismiss with the older child's classroom teacher and meet the younger child's class outside unless you have a designated meeting place. Please review your younger child's dismissal area with your older child.

APPENDIX 4 - LESTER CRAWL PRIMARY CENTER

ARRIVAL AND DISMISSAL

Early Childhood and Pre-K school hours: AM students attend from 8:50 a.m. to 11:20 a.m. and PM students attend from 12:30 p.m. to 3:05 p.m. PM students should not arrive before 12:30 p.m.

If your child is not picked up by 11:25 a.m. or 3:10 p.m., they will be sent to the office.

Construction is underway on the Lester Crawl renovation. There will be no parking in front of the building on Greenbay Ave. The circular drive is the new bus lane. All students will enter and leave the building through Door 1 (behind the original building). To ensure the student's safety, parents dropping off their students should pull up in front of the building and an adult will help with the students exiting their vehicles.

When picking up your child from school, please wait in your car as you approach the Door 1 entrance (behind the original building). Adults will help with children entering their vehicles.

When your child is brought home by the bus, the bus driver must see an adult before the child will be released. If no adult is present, your child will be brought back to school and a bus write up will be issued. After two occurrences, a minimum three-day loss of bus privileges will occur.


TRAFFIC SAFETY AT LESTER CRAWL

In order to provide for the safety of the children we ask that you abide by the following rules:

1. Please obey all street signs. Greenbay Ave. will be a one-way street during the school day.
2. Cars will turn right off Greenbay Ave. at the stop sign at Illinois Street. The cars will follow the painted arrows for arrival/dismissal procedures.
3. Do not pull around a bus which is loading or unloading students. You must wait until the bus pulls away from the area.

Please be sure that your child is properly restrained in the car according to Illinois State Law.

***LESTER CRAWL PBS MATRIX**
 (*Subject to Change Pending PBS Committee Review)

		SETTING							
		CLASSROOM	HALLWAY	LUNCHROOM	BATHROOM	BUS	PLAYGROUND	ASSEMBLY	FIELDTRIP
E X P E C T A T I O N S	BE RESPONSIBLE/ BE READY	Share and take turns Clean up	Listening ears Looking eyes	Keep your personal space clean Raise your hand for help Throw away trash	Keep bathroom clean	Listen to adults Keep backpack closed	Dress for the weather	Listening ears Quiet body Looking eyes	Listening ears Stay with your grown up
	BE RESPECTFUL/ BE FRIENDLY	Quiet voices Looking eyes Be kind to one another	Quiet voices Hands to self Feet to self	Quiet voices Use "Please" and "Thank you"	Quiet voices Flush Wait your turn	Quiet voices Keep hands, feet, and objects to yourself	Share and take turns Listen to all adults Keep hands and feet to yourself	Listening ears Keep hands and feet to yourself	Listen to all adults Keep hands and feet to yourself
	BE SAFE	Hands to self Feet to self Calm body	Walking feet Stay with teacher	Walking feet Sit safely	Wash hands with soap and water Keep hands and feet to yourself	Stay seated	Hands to self Feet to self Line up when called	Stay seated Keep hands and feet to yourself Line up appropriately and follow the person in front of you	Stay with your grown up

APPENDIX 5 - OAK GLEN ELEMENTARY SCHOOL **PARKING LOT PROCEDURES**

DROP OFF AND PICK UP PROCEDURES

The following procedures will help ensure we have a safe arrival and dismissal process for all our students. We all know it can be frustrating because the parking lot is small and often congested both before and after school, but our concern is the safety of the children in our parking lots.

Main Office

Our Main Office can be accessed by entering Door 1 from the main visitor parking lot located off of Ridge Road. The parking lot is *one way*, and you must enter at the west end (towards Olde Farm Road) and exit on the east end (towards railroad tracks) of the parking lot. Lansing PD will be out ticketing violators.

North Parking Lot (Off of Ridge Road)

This is our main parking lot for parents and visitors. When coming into the building, please park your car in the spaces provided. Parking along the curb is not permitted. The curb area is designated for dropping off and picking up students only.

East Parking Lot (Entrance from 183rd)

This lot is strictly reserved for staff parking and students who ride the bus, daycare vans, and shuttle vans. **Only vehicles with a school issued placard will be allowed in the east lot. Cars that enter the east lot during arrival and dismissal will be ticketed.** These procedures are in place for the safety of our students.

Arrival and Dismissal

Arrival – Playground supervisors are on duty at 8:15 a.m. Adult supervision is not available before this time. If you do need childcare before 8:15 a.m., please visit D158 website for information about Ivy League Kids, which is housed in our schools. Teaching and learning begins **promptly** at 8:50 a.m.

IF YOUR CHILD IS TARDY, YOU MUST ACCOMPANY YOUR CHILD INTO THE OFFICE (door 1) TO SIGN THEM IN.

Dismissal is at 3:05 p.m. – Please be punctual in picking up your child.

- Parents picking up students in cars can only pick up from the **North Parking Lot**.
- Parents walking to pick up their students may meet them on the playground by **Door 5**.
- Students who are being picked up by car, will exit **Door 1**. Please wait in your car or on the sidewalk, so the doors are not blocked. Teachers will walk the students out of Door 1 and go east towards the parent waiting area.
- Teachers wait outside with the students from 3:05 p.m. to 3:15 p.m. Students **MUST** be picked up between those times.

- If you arrive late after 3:15 p.m., you will need to come into the school to pick up and sign them out.
- We understand that you may be late due to a train or unforeseen circumstance, but please make sure to **communicate** that with the office as soon as possible.
(708) 474-1714

APPENDIX 6 - W.C. REAVIS ELEMENTARY SCHOOL

Reavis Procedures for Traffic, Arrival and Dismissal

Traffic

- All Traffic is one way heading West on 172nd Street toward Burnham Avenue during arrival and dismissal
- Roy Street will remain a one-way street heading North toward 171st Street
- Per the Lansing Police Department, household driveways cannot be blocked at any time.
- Crossing guards will be at the following locations surrounding the school.
 - Station 1: 172nd Street/Henry Street
 - Station 2: 172nd Street/Roy Street
 - Station 3: 172nd Street/Burnham Avenue
 - Station 4: Bernice Road/Wentworth Avenue

Arrival

- Tardy bell rings at 8:50 a.m.
- All students are to enter through Door #1 from 8:15 – 8:50 a.m.
- After 8:50 a.m. all students are considered tardy and have to enter through Door #1.
- All Parents/Visitors are to enter through Door #1 **at all times.**
- The horseshoe drive will be open for quick drop and go. Please drive carefully and help to keep the traffic moving. A staff member will be outside assisting with the flow of traffic.

If your child is tardy, you **must** accompany your child into the office (door 1).

Dismissal

- Kindergarten and 1st grade students will dismiss out of Door #8 on Roy Street. We will have their older siblings dismiss out of Door #8 with them.
- 2nd and 3rd grade students will dismiss out of Door #1.
- 4th and 5th grade students will dismiss out of Door #3.
- The parking lot will close at 2:45 p.m. and will remain closed until 3:15 p.m.
- We ask that all parents utilize the crossing guards with their child as we are always looking to set a good example.
- Crossing Guards will be at all 3 Crossing Stations on 172nd Street.
- Students must be picked up by 3:15 p.m.

APPENDIX 7 - MEMORIAL JUNIOR HIGH SCHOOL

CIVILITY POLICY

At Memorial Junior High School, we work to ensure a positive, courteous, sportsmanlike, and safe learning environment for all students. This environment includes before and after school, extracurricular and athletic events, and while representing Memorial at events in the community and at other schools. As parents and educators, we are expected to model appropriate, polite, courteous, and sportsmanlike behavior for our students. Memorial Junior High School uses this two-way Civility Policy in accordance with these values.

Parents/Visitors:

Our priority at Memorial is to ensure the safety and high-quality educational needs of students present in the building. Parents and visitors are welcomed into the main office, 8am-4pm. Appointments are strongly encouraged for matters of academic progress and discipline. Due to the high volume of activity at Memorial, we ask for your patience and understanding during the time of your visit. Meetings with teachers should be scheduled in advance due to the daily student schedule. Combined, these considerations encourage conversation opportunities in which matters can be resolved thoughtfully, thoroughly and with undivided attention to detail by school staff.

We ask that parents and guardians update personal and emergency contact information regularly to ensure that school staff can contact them when necessary. Updates can be made by calling the MJHS main office.

We want to foster a positive school atmosphere free from verbal and physical abuse. We ask that all stakeholders (parents, family members, community visitors, etc.) model positive behaviors for our students by using a respectful tone that is free of aggressive or abusive language, profanity, and threatening language.

Any physical aggression will result in the immediate notification of the Lansing Police Department by whom proper legal steps will be taken.

Parents/family members spectating at sporting events, performances, etc. will be held to these same standards including their interactions with game officials and/or referees.

In the event positive civility expectations are not upheld, a Memorial staff member will communicate that it is in the best interest of all involved that the conversation end and a follow-up appointment may be needed to continue in a calm and professional manner. In severe instances, the School Resource Officer, a school administrator, or a member of the Lansing Police Department may escort the person off the property. Continued lack of civil behavior or repeated offences may result in police citations and/or a Lansing School District 158 No Trespass Order/banning of the individual(s) from all or some district properties for a temporary or permanent amount of time as decided collaboratively by law enforcement and/or the Superintendent of Schools or their designee.

ARRIVAL PROCEDURES

Upon arrival to school in the mornings, students must sit in front of their locker. At this time no cell phones are allowed to be on or used, and no food or drinks are allowed to be consumed. Hoods and hats are to be taken off once students enter the building and always remain off.

HEALTH SERVICES/STUDENT SERVICES

Memorial Junior High employs a full time Social Worker and Nurse. The nurse is responsible for maintaining and implementing health records, as well as, the distribution of medication. Students must have a pass from a teacher before going to the nurse.

The school social worker is available to speak to students either upon request or through a referral process initiated by parents or staff.

Any student that threatens or participates in self-harm will immediately be referred to the social worker for assessment. A parent will be contacted when a student participates in self-harm and may be required to pick up their student. A doctor's note may be required upon their return to school.

LOCKERS

All students are assigned lockers for the storage of books and coats. There is no sharing of lockers. Lockers are subject to be searched at any time. Students have no reasonable expectation of privacy in these areas or in their personal effects left in these places and areas.

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Lockers must be locked at all times. Ownership and inspections of all student lockers will be conducted.

Students must get study materials for their morning classes before reporting to homebase, and materials needed for the afternoon classes following their lunch period. **Students may only go to their lockers during assigned grade level times.** District 158 is not responsible for any lost or stolen articles or money brought to school.

HALL PASSES

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

Signed and dated passes are required for hallway, locker, bathroom, and access to other classrooms. Student bathroom, hallway, locker access will be allowed at appropriate times and places that do not interfere with instruction or safety measures.

HOMEWORK

1. Parents should expect their student to have approximately 2 hours of homework 4 or 5 school nights in an average week.
2. Students who are absent from school for a **valid** cause will have an amount of time equal to the absence to complete school work missed. This includes written assignments as well as tests. For example, if a student is absent for two school days, upon returning to school, all school work missed must be made up on or before the third day of continuous attendance. This extra time is not granted for work that was due on the first day of the absence. If a student is here until the day before a test; then absent test day and following day, then, s/he should expect to take the test immediately upon return.
3. Parents and students should check Microsoft Teams online daily for posted homework assignments. Parents and students should contact the Home Base teacher if they need information or assistance. Parents can also make arrangements with Home Base teacher for hard copies of assignments. Standard student login information for Microsoft Teams is:
 - Login: firstname.lastname@d158.net
 - Password: ID# then type student's Student ID Number

STUDENT DEVICE USE GUIDELINES

This policy provides a guide to the school's expectations for students and their parents or guardians. Please read and discuss the responsibilities and restrictions below.

Student Responsibilities

Student will...

- Retrieve their student device from the cart in their Home Base each morning and return it to charge at the end of each day.
- Carry the student device carefully with other school supplies throughout the hallways and classrooms.
- Carefully place student device in locker when needed, ensuring it is not under heavy items.
- Safely store the student device and do not leave it unattended.
- Keep the student device on a flat, stable surface during use and storage. Leaving the student device on your lap or stack of books could result in accidental damage.
- Use the student device for class and academic purposes only, including accessing websites on the internet.
- Provide headphones/ear buds to utilize when given permission by the teacher.
- Flash drives and other storage devices should only be used for storing research and other important information for classes. Use of these devices should be limited to avoid the spread of viruses.
- Headphone use with student device only when permitted by the teacher.

Restrictions

Student will not...

- Stack items on top of the student device or use the student device as a writing surface.

- Store or leave papers between the screen and keyboard when closed.
- Use the student device during class for games or other distracting activities.
- Use the student device to access inappropriate websites.
- The school has filters in place that prevent a student from going on inappropriate websites. If any websites are accessed or if students attempt to access websites in any manner, consequences will be issued.
- Download any applications, games, or files that are not district-owned or approved.
- Copy and/or share material that is protected under copyright law.
- Add stickers, markings, or other decorations to the student device.
- Bring the student device home or outside of the school building.
- Remove name labels or stickers from devices.

Consequences will be given in the form of a detention, office referral, and/or required payment for damages for not meeting above expectations. Subsequent infractions could also result in loss of computer privileges. Students will not be issued an individual computer until the “Memorial Junior High School Student Device Guideline” form is signed and returned to their Home Base teacher. Form is located on p. 86 at the end of this document.

STUDENT DEVICE PROCEDURES

A student who has a broken student device may receive a loaner device from the Learning Resource Center (LRC) each day until repairs are made. Notification will be sent home to parents listing the cost associated with repairs that must be paid to the school.

It is the expectation that students are prepared for classroom learning everyday by bringing their student device to school. A student who forgets his or her student device or fails to have it charged will be provided a paper copy of any assignments for the day. A student who continues to come unprepared three (3) times or more without a student device may receive a referral from the Home Base teacher.

ELECTRONIC DEVICES

Cell phones, Smart watches, Apple watches, Air Pods, and any electronic devices not provided to students by the school must be turned OFF and locked in lockers. They may not be used in the school building during school hours or 8:15 a.m. to 3:15 p.m. The district assumes no responsibility for loss/ theft of cell phones.

Students found with cell phones during school time will have their phones given to the grade level administrator or principal. Phones will not be given back to the student. A parent/guardian must pick up the cell phone from the school front office.

CLUBS AND ACTIVITIES

Students at Memorial have the opportunity to participate in various clubs and activities of the school. Club meetings are announced at least two days in advance. Most callout meetings will take place during the Advisory period. Practices and tryouts happen before or after school. In order to attend any after school function, a student must be

in attendance at least a half-day (8:15 – 12:00 for am, 12:00 – 3:15 for pm). Students involved in activities are responsible for getting their homework/classwork prior to attending the event.

YEARBOOK

The Memorial yearbook is composed and written by 6th, 7th, and 8th grade students. Students who want to be on the yearbook staff must complete a written application which is judged for grammar, spelling, and creativity. Students must also be able and committed to staying after school twice weekly, often to early evening, and several days during winter vacation. Academic and behavioral eligibility will also be checked and enforced.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions and assume as much of the responsibility of organizing school activities as they are able to handle. It is the place where problems or questions from either the students or faculty can be presented for discussion and consideration.

NATIONAL JUNIOR HONOR SOCIETY

REQUIREMENTS:

3.4 grade point average for the first three grading periods of 7th grade year

Service to Memorial Junior High School (Clubs, drama, sports, etc.)

Teacher recommendations

No more than one detention, no suspensions

Induction takes place in May of the seventh grade year.

As an eighth grader, you must maintain the 3.4 grade point average and participate in the following NJHS activities: peer tutoring, the annual food drive, the induction of the incoming seventh grade honorees.

If a student receives an F on his/her report card or violates the discipline code, dismissal from NJHS will follow.

CHEERLEADER AND POMS

The purpose of a cheerleader is to:

1. Lead the student body in cheering at school athletic events.
2. Promote good sportsmanship between schools.
3. Support of the school's teams.

Clinics and tryouts are held in the fall prior to the beginning of the basketball season. Girls will be judged on the following criteria: execution of routine, pep and poise, athletic ability, academics and school citizenship.

DRAMA CLUB

The Drama Club is open to all Memorial students. We start off our year with a fund raiser. The drama department presents 3 plays per year. Cast and crew must meet the academic eligibility and discipline standards of Memorial.

ATHLETICS

At Memorial, 6th, 7th and 8th grade boys and girls have the opportunity to develop their skills and compete on extracurricular athletic teams.

Baseball (boys) and **Softball** (girls) are offered to 6th-8th graders with tryouts starting in late July. **Basketball** is offered on all grade levels to both boys and girls.

The 6th grade girls try out for the 7th grade team. The girls' season is September through October. The 7th and 8th grade boys compete from November through January and the 6th grade boys from December through January. Since there is a 6th grade boys' team, 6th grade boys cannot try out for the 7th or 8th grade teams. Approximately 12-15 students are chosen for each team.

Volleyball is offered to 7th and 8th grade boys and girls.

Track and **Cross Country** are teams that are offered for students of all grade levels. There are no tryouts, and anyone interested is encouraged to join the team.

If selected as a member of any team, the student must obtain a physical for the current school year before s/he is allowed to practice and compete. All students and their parent/guardian participating in sports activities shall be required to sign a concussion information form before participating in the activity. Also, all students must meet the academic eligibility and discipline standards of Memorial and the Illinois Elementary School Association.

Activity and Athletic eligibility will be run by the Activities Director weekly. Students who are failing a class will be considered ineligible to participate in that week's games. The Activities Director will inform the sponsor/coach of the students. Coaches and sponsors will then inform their participant and parents with documentation. If a student appears on the ineligibility list 3 weeks in a row, they can be removed from their club and/or sport.

LEARNING RESOURCE CENTER

The Memorial Learning Resource Center offers a variety of media to assist students in their academic efforts, as well as personal development. Students are encouraged to borrow materials. Our collections and electronic equipment are available for all students to use. The LRC encourages all students to make use of all the available materials and will assist the student in locating all of the available information.

Books may be checked out for two (2) weeks and renewed once. Some reference materials and magazines have an overnight circulation only.

Notices are sent to students who have overdue books or fines. The borrowing privilege may be curtailed until the LRC obligation is met. If the student does not discuss the

delinquency with the LRC Director/Aide, then the student's LRC privileges may be revoked.

Restitution is mandatory for damaged or lost books and materials. If after several notices no restitution is made, a letter is sent home to inform the parents of the financial obligation incurred by the student. Any student who has an outstanding fine of \$1.00 or a book that is a month or more overdue must pay the fine or return the book by the end of each grading period.

Parents are encouraged to monitor their child's borrowing of LRC materials to avert the accrual of a large fine or assessment if the materials have been lost or damaged.

Students are informed of all LRC policies, procedures, and activities during an orientation program in the fall. At that time, all sixth and seventh graders are given a student handbook in which pertinent requirements for using the LRC and retrieving information are explained.

Students new to our building are encouraged to discuss any rules or procedures with the LRC Director or Aide.

STUDENT BEHAVIOR

One of the most important lessons education should teach is appropriate student behavior. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people and is essential to the classroom environment for learning to take place and for all students to reach their educational potential. Memorial is committed to these goals and to achieving them through encouraging proper student behavior. The Student Behavior Committee at Memorial Junior High School works diligently on developing rules, guidelines, expected behaviors, and consequences for students. They meet regularly to discuss and evaluate the current student behavior structure. The Student Behavior Committee consists of parents, teachers, board members, and administration.

Prohibited items: Smart watches, Apple watches, Air Pods, any electronic device not provided to students by the school.

***POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**
EXPECTED STUDENT BEHAVIORS

MJHS TEACHING MATRIX		SETTING						
		Bus	Hallways	Restrooms	Lunchroom	Library	School Events	Other
E X P E C T A T I O N S	Be Responsible	Have Bus Pass Ready Be On Time Before and After School Keep Belongings with You	Have ID Visible Go To Lockers at Designated Times Be On Time Stay In Designated Area / Community	Use Only When Necessary Report Any Problems to Staff	Sit in Assigned Area Arrive on Time Keep Personal Space Clean Raise Hand for Assistance	Have ID Return Books On Time Use Equipment With Permission	Have ID "Good Night Rule" Is In Effect Make Pick-Up Arrangements Ahead OF Time	
	Be Respectful	Listen To Bus Driver Follow Bus Driver's Directives Keep Hands and Feet to Self	Listen To All Adults Keep Hands and Feet To Self Use Polite Language	Keep Area Clean Keep Hands and Feet to Self	Keep Hands and Feet to Self Wait for Permission to Leave Seat and Lunchroom Keep All Food on Table Listen to Supervisors	Use a Quiet Tone of Voice Only Take Materials That You Need Listen To All Adults	Listen To All Adults Show Good Sportsmanship/ Etiquette Positively Represent Yourself and School	
	Be Safe	Remain Seated and Face Forward Keep Aisles Clear Keep Windows Up	Follow Hallway Pattern WALK	Wash and Dry Hands Keep Floors Clean and Dry	Walk To and From Serving Area Keep Floors Free of Garbage Remain Seated Facing the Table	Push In Chairs Use Approved Websites Take Turns By Tables	Keep Hands and Feet To Self Remain Seated Keep Food/Drink in Designated Areas	

*SUBJECT TO CHANGE PENDING PBIS COMMITTEE REVIEW

Levels of Misconduct

Interventions, actions, and consequences for the following levels of student behavioral infractions may include but are not limited to the following:

Level 1- Teacher

- 1-1 Profanity, disrespect, insubordination
- 1-2 Dress Code violations
- 1-3 Leaving the classroom without permission
- 1-4 Engaging in any behavior that is disruptive to the orderly process of classroom instruction
- 1-5 Loitering, or occupying an unauthorized place in the school or on school grounds
- 1-6 Failing to attend class without a valid excuse
- 1-7 Persistent tardiness to school or class (3 or more incidents per semester)

INTERVENTIONS AND RESTORATIVE PRACTICES

- 1. Verbal warning, SEL conference with student (Follow restorative questions)
- 2. Documented in PS, Detention referral issued and given to admin, SEL conference with student, 2-way Phone call to parent and documented in PS
- 3. Documented in PS, extended detention referral issued and given to admin, SEL conference with student, 2-way phone call to parent and documented in PS

1-8 Use of District 158 network for the purpose of accessing non-educational materials, such as games and other inappropriate materials

1-9 Unauthorized use or possession of cellular telephones or other information technology devices

1-10 Any incident or action that is deemed worthy of an intervention and disrupts the classroom rules set forth by classroom teacher

4. Documented in PS, moved to Level 2 intervention with Administration, ISS, parent conference, written behavioral agreement to include SEL support

Dress Code: Phone call home, student changes into PE uniform or Loaner item for every incident.

Cell phone: Phone is turned over to school secure location at #2 and phone call home. Phone may be given to grade level Administration at an appropriate time. Parent may be required to retrieve phone. Refusal to hand over phone, consequence goes to #4.

Detention: Students must complete exit behavior reflection

Level 2 Assistant Principal

2-1 Bullying/Harassment/harassment that diminishes student's ability to a safe environment

2-2 Gang Activity or involvement

2-3 Threats of violence, use of intimidation or coercion, and/or minor physical aggression (shoving, rough housing, etc)

2-4 Vandalism, destruction of property, theft

2-5 Gambling – participation in games of chance or skill for money or things of value

2-6 Cyberbullying – including communications made in writing or electronically, directed toward another person placing the student in reasonable fear or harm, causing detrimental effect on the student's physical or mental health, interfering with person's academic performance, and substantially interferes with the student's ability to participate or benefit from the services, activities or privileges provided by the school

INTERVENTIONS AND RESTORATIVE PRACTICES

Minimum: Documentation in PS, detention issued by admin, administrative conference, phone call home by an administrator

ISS will include referral to social work for support

Maximum: Level 3 referral for OSS (Short-Term suspension 1-3 days)

Level 2 all students must complete behavior reflection and/or student statement form before re-entry to class/school.

All repeat and severe instances are escalated to level 3.

Bullying reports – admin completes the District 158 Bullying Forms (7:180 – API, E5 – E7)

Level 3 Associate Principal/Principal

3-1 Repeated Level 1 and 2 behaviors

3-2 Fighting – physical contact between two individuals with intent to harm (closed fist strikes, seeking out another and engaging physical altercation)

INTERVENTIONS AND CONSEQUENCES

Minimum: Documentation in PS, short-term OSS, Parent-administrative conference for reinstatement, complete student statements, complete behavior reflection, referral to social

3-3 Possession of Firearm/Weapon	work for support, and behavioral agreement.
3-4 Bomb Threat	(possible police involvement)
3-5 Violence towards staff or students	
3-6 Possession or under the influence of drugs or alcohol	Maximum: Long term OSS (4-10 days), Police involvement and referral for alternative placement. Expulsion possible. After alternative placement and behaviors continue, a request for an expulsion may occur.
3-7 Distribution of drugs or alcohol	
3-8 Sexual harassment and/or sexual misconduct	

Bullying Reports – Admin completes the District 158 Bullying Forms (7:180 – API, E5 – E7)

Administration reserves the right to impose additional or modified actions as determined necessary according to the situation and developmental needs of the student. Memorial Junior High School is not responsible for any lost, damaged and/or confiscated student property.

DRESS CODE

The Board of Education recognizes that the selection of dress style rests with the student and the parents. However, the Board realizes that the schools have a responsibility in the area of appearance and establishing standards for students. It is therefore the policy of the Lansing School District 158 Board of Education that within the bounds of common decency and modesty, students' attire shall be clean, in good taste, and promote the health and safety of each student. Any dress style that disrupts the educational process will not be permitted. Students representing Lansing Schools at outside activities may be required to adhere to a more specific dress code.

General Expectations

- Garments that have pictures and/or writing that is vulgar, suggestive, indecent, or otherwise offensive are not permitted. Garments with pictures and/or allusions to drugs, alcoholic drinks, and/or threatening weapons are not allowed.
- Eccentric apparel or grooming that could cause distraction or interference with school purposes is not permitted.
- Students may not wear any sign or insignia that shows disrespect for any race, creed, color, or nationality.
- No tattoos and/or visible body piercing or ear gauges are allowed on any student with the exception of earrings worn in the ears.
- Large winter coats and hats must be kept in the lockers and not brought or worn to class.
- No bags, purses, book bags, fanny packs, etc. are allowed in class. They must be left in students' lockers.
- Students must have MJHS ID's visible at all times, preferably around the neck on a lanyard.

Clothing Requirements

- Students' shirts must cover the torso and undergarments. Clothing that permits display of the midriff, navel, or undergarments of any type is not permitted. This includes but is not limited to cut-off T-shirts, halters, and tube tops.
- Clothing should not be flimsy or transparent. Strapless or spaghetti strap blouses are inappropriate. Clothing should not be split up the sides or be excessively short or tight.
- All pants, skirts, shorts, etc. must be worn at the waist, and undergarments must never be exposed or shown through clothing.
 - Leggings, active wear, yoga pants, and skinny jeans are permitted but must be opaque with no transparent or mesh components above the knee.
 - Jeans, pants, etc. that have holes exposing skin or undergarments above the mid-thigh are prohibited.
 - Shorts, skirts, dresses, skorts, etc. must be at least mid-thigh length.

Headwear

- Students are prohibited from wearing hats, hoods, bandanas, sports headbands, picks, scarves, durags, bonnets (except for religious reasons).
- Brushes and combs are prohibited in the classroom as they pose health concerns.

Footwear

- Age-appropriate, safe footwear shall be worn at all times.
- Gross motor activities are an important part of the elementary curriculum, so students' footwear must be conducive to this activity.
- Flip-flops and backless shoes are prohibited.

In the case of questionable dress or grooming that is not specifically covered in the list above, the administration retains the sole discretion to make the final determination about whether clothing, jewelry, accessories and/or appearance meet acceptable standards.

Memorial Junior High School P.E.

- Inappropriate clothing/footwear will result in a call home. Students inappropriately dressed at MJHS will be required to change into a P.E. uniform or loaner items. Parent will be contacted and notified of the student's dress code violation. Your understanding and support is necessary and appreciated.

BACKPACKS

In an effort to improve the safety measures currently in place, D158 requires all students to use clear backpacks. No other bags except clear backpacks are allowed. Unauthorized backpacks or bags will be confiscated if brought on campus and the parent must pick it up.

Students participating in an extracurricular activity/sport are required to have a large clear bag; this includes clear duffle bags, stadium bags, etc. No other bags are allowed. Student athletes need a tag, and their bag must be dropped off with their coach at the front of the building daily - Coaches will outline this procedure with their team members/students. Continued noncompliance with this may result in the student no longer participating in the activity/sport.

All purses and personal items must be kept in the student's locker. If a student needs access to their personal items with permission from their teacher, they will be allowed to go to their locker at the teacher's discretion and timing.

Clear backpacks, clear totes and clear storage bags will be allowed with no size restrictions. All bags are subject to search.

Noncompliance with any of these directives will result in,

1. A phone call home.
2. Detention/parent pickup.
3. Proceed with progressive discipline.

ID POLICY

Students are to have an ID in their possession during the school day. A temporary ID will be issued the first day of school. After school pictures are taken, the students will be issued 1 picture ID. If a student is asked to produce their ID and they do not have it, an After School detention will be issued and a replacement fee of \$5 will be assessed for a lost ID, if applicable. ID's must be produced when asked for by a staff member. Defacing of ID's may result in the student being required to purchase a replacement.

Students must have their student ID to attend any school activity or afterschool event. ID's are also mandatory for breakfast, lunch, as well as LRC book and loaner computer checkout.

ITEMS/SUPPLIES DROP-OFF

To preserve instructional time, the following drop-off guidelines are listed below:

Items, including school supplies and lunches, can be dropped off in the main office between 10:30 am – 12:30 pm, unless there is an emergency. Students will not be called out of class to retrieve their lunch. They are responsible for picking up their lunch during their lunch period.

Permission slips and field trip money must be turned in directly to the classroom teacher, not the main office.

To maintain school safety, students will only be called out of class and to the office when a parent, or listed emergency contact person presents a valid ID in the main office.

BUS PASSES/ BEHAVIOR EXPECTATIONS

Student ID's will serve as their bus pass. **All building expectations apply to the bus environment.** Students must present their school ID in the morning and after school to the faculty supervisor to be admitted on the bus. An ID replacement fee of \$5 will be assessed for a lost ID card.

BREAKFAST AND LUNCH MEALS

Due to health and safety measures, students are NOT allowed to bring and eat fast food items in the lunchroom. Parents delivering their child's lunches to school should make sure lunches are labeled with child's first and last name. Only single serve size snacks are allowed in a student's lunch. No large or family size drinks or chips/snack items are allowed. Not following these guidelines will result in these items being taken for parent pick up or disposal if not picked up.

The school will not accept food deliveries for students from outside sources such as Door Dash, Uber Eats, etc.

Students are allowed to bring in water beverage containers that are non-glass, resealable, and no more than 32 ounces in size.

EARLY DISMISSAL GUIDELINES

To ensure the safety and efficiency of our dismissal procedures, students will not be removed from class within the last 30 minutes of the school day. This means for our daily schedule with the school ending at 3:15 p.m., early dismissal requests will not be taken after 2:45 p.m. For days when there is a 2 p.m. dismissal, early dismissal requests will not be taken after 1:30 p.m. Days when we are following a 12 p.m. dismissal schedule, early dismissal requests will not be taken after 11:30 a.m.

All requests for early dismissal will need to occur prior to 2:45 p.m. Continual early dismissal requests need to be verified with an administrator.

Parents/guardians picking up their child for an early dismissal must present their valid ID/Driver's License to the front office for verification of release. Individuals coming to pick up a student for early dismissal must be listed on the student's record as a parent, guardian, or emergency contact. Students will not be released to anyone not listed.

Any parent or outside visitor to the school must have a valid picture ID and wait in the foyer in the front of the building for assistance.

AFTER SCHOOL DETENTION PROGRAM

Schools should be safe and conducive to education. One way to accomplish this goal is to implement a strong but fair student behavior system. A detention is an initial intervention to change behavior and to assure the safety and education of the students. Teachers and Administrators may assign a detention for student misconduct. Initial detentions may be assigned during the school day during lunch followed by the next progressive consequence of an after-school detention, 3:20 – 4 p.m. Parents will be notified in advance of their child's assigned detention, lunch or after-school.

Transportation after the detention is the responsibility of the parent. If a student is late or fails to report to detention, s/he will be automatically subject to progressive discipline. Students may not participate in or attend any extra-curricular activities on the date the assigned detention is to be served.

After School detentions may be issued for the following offenses:

1. Three tardies to class per quarter
2. Repeatedly coming unprepared to class
3. Obscene or vulgar gestures, pictures, signs, and writing
4. Refusal to cooperate or respond to the direction of staff members (insubordination)
5. Inappropriate behavior
6. Classroom disruption
7. Cutting classes
8. Other

Students who have accumulated six lunch detentions are then issued an after-school detention from 3:20 – 4 p.m. Students who have accumulated six after-school detentions are then issued an Extended Day detention from 3:20 – 5 p.m.

REFERRAL PROCESS

Referrals are given for infractions that a staff member or teacher may observe anywhere on campus. The referral is the documentation noting that a student is exhibiting unwanted and disruptive behavior that conflicts with school expectations. Referrals are written by staff members and processed by school administration to be reviewed. Administrators will issue consequences based on the referral that may include any of the following: a student conference, parent conference or phone call home, after school detention, extended detention, In School Suspension (ISS), Out of School Suspension (OSS), as well as other determined consequences. Parents are notified of the consequence(s).

EXTENDED DAY DETENTION

Extended Day detention will be held from 3:20 to 5 p.m. on the first and third Thursday of each month.

Extended Day detentions will be received for:

1. 5 tardies to school or to homebase
2. Profanity
3. Throwing or propelling objects
4. Gross disrespect
5. Altering or forging any school form, note or document
6. Other

Students will be allowed to work on homework or read. Students will be expected to behave properly and follow the rules for behavior in detention. Any student who fails to behave in an acceptable manner will be removed from the Extended Day detention and be subject to progressive discipline. Arrangements must be made for prompt pickup at 5 p.m. **as transportation is the responsibility of the parents.** *Failure to serve Extended Day detentions may result in progressive discipline having ISS being assigned.*

Students who have accumulated three administrative infractions (Extended Day detentions, In-School Suspension and/or Out-of-School Suspension) are ineligible for extra-curricular activities and out-of-town trips for the remainder of the school year, pending administrative review. *Extracurricular activities include participants or spectators at sports events, plays, school dances, clubs, cheerleading, poms, student council activities, yearbook activities and merit assemblies. On the second administrative infraction a warning letter will be sent home to the parent. A notice of ineligibility will be sent following the third administrative infraction. *A student will be given the opportunity to become eligible again based on a positive change in behavior.

IN-SCHOOL SUSPENSION

The following offenses may be punishable by a minimum of an ISS determined on a case-by-case basis:

1. Sexual Harassment
2. Truancy
3. Theft – police may be contacted, and restitution may be required
4. Vandalism – police may be contacted, and restitution may be required
5. Accessing inappropriate sites on the internet
6. Inappropriate behavior
7. Inappropriate physical contact
8. Bullying
9. Other

ISS removes the student from the classroom but keeps the student within the school during the period of suspension. A student assigned to ISS is ineligible to participate in or attend any extra-curricular activities until the next school day following the assigned days. They are supervised by certified personnel and will be expected to complete assignments (full credit will be given).

OUT OF SCHOOL SUSPENSION

This consequence *is* assigned by an administrator determined on a case-by-case basis. A student referral is given to students manifesting behaviors that are listed below or for successive infractions. This referral may warrant an out of school suspension for up to 10 days and possible recommendation for expulsion by the Assistant Principal, Principal or Superintendent. Students assigned an out of school suspension are ineligible to

attend any extra-curricular activities until the suspension is served. Offenses in this category are considered acts of gross disobedience or misconduct which disrupts the educational process, threaten the safety of individuals and/or are illegal. These offenses may be turned over to civil authorities. Students are not allowed on school grounds during the suspension period.

Out-of-School Suspensions may be received for threat to school safety or a disruption to other students' learning opportunities including but not limited to:

1. Fighting
2. Inappropriate physical contact
3. Verbal or physical instigation of a fight
4. Toy guns/look-alikes or toy weapons
5. Possession, sale or use of alcohol, tobacco, lighters or drugs
6. Possession or use of fireworks or other dangerous objects (weapons)
7. Gross disrespect (includes profanity directed towards a teacher/staff)
8. Striking and/or threatening a district employee
9. Other matters which constitute a threat to the life or safety of human beings
10. Vandalism, destruction of property, theft
11. Gang activity
12. Sexual Harassment
13. Bullying/Cyberbullying
14. Other

Any student who has received three administrative infractions is ineligible to attend any extra-curricular activities for the remainder of the school year, the eighth-grade trip and promotion related activities/events, pending administrative review.

Any student who has received two out of school suspensions is ineligible to attend any extra-curricular activities, the eighth-grade trip, the promotion related activities/events and the promotion ceremony.

Any student receiving a ten day out of school suspension during the school year is ineligible to attend any extra-curricular activities for the remainder of the school year, the eighth-grade trip, the promotion related activities/events and the promotion ceremony.

FIGHTING POLICY

Fighting is defined as a physical conflict between two or more individuals. Sometimes fighting begins as a spontaneous act out of the sight of adult supervisors; however, we will always conduct a thorough investigation and apply appropriate consequences. Fighting in the school building, on school grounds, on the school bus, or during school related activities is prohibited. Any fight will be dealt with by the administration of Memorial. **The penalty for fighting will be determined by an administrator on a case-by-case basis.**

Any student striking a faculty member, support personnel, or any adult employee of District 158 (intentional or in the process of a fight they are participating in), may be suspended out of school up to 10 days, with possible recommendation for alternative placement and/or expulsion. The student may also receive a citation to appear in court from the Lansing Police Department. The Lansing Police may issue other penalties for fighting and unsafe student behavior that could include, but are not limited to: community service, mandatory restorative practice sessions, and/or a monetary fine. Student may also lose all privileges of attending any school activities for the remainder of the school year. A parent conference is required before possible readmission to school. Police will be notified about fights off school grounds the District is aware of.

Students recording, instigating, distributing video, or obstructing the stopping of a fight may receive disciplinary consequences including an out of school suspension. Police and/or legal consequences may also apply for any violation of ordinances or laws.

DISCIPLINE CONSEQUENCES

It is necessary to establish the following procedures in order to support a safe, orderly learning environment at Memorial. All student disciplinary situations will be examined on a case-by-case basis in accordance with and as required by the Student Discipline Reform Act (P.A. 99-0456). However, the guidelines below will generally be followed.

- Students who engage in fighting that does not warrant immediate alternative placement and/or expulsion may be suspended from up to 3 days for a first offense, up to 5 days for a second offense, and up to 10 days with alternative placement and/or expulsion for a third offense. Police charges may be filed for any instance of fighting. This progression is cumulative across a student's junior high career.
- Student who accumulates excessive disciplinary referrals may be placed on a behavior contract upon reaching 5 referrals and suspended for up to 3 days for 10 referrals, 5 days for 15 referrals, and 10 days with alternative placement and/or expulsion for 20 referrals. Behavior contracts stipulate restorative supports such as social work in addition to consequences. This progression, like fighting, is cumulative.
- Students who commit acts of vandalism that do not warrant immediate alternative placement and/or expulsion may be suspended in the same progressive manner as fighting, with police consequences issued and damage assessed to owed student fees. This progression is cumulative and does not start over at the beginning of each school year. Students may be asked to pay for damages to property.

The following guidelines will be utilized to determine a student's eligibility to attend or participate in any school activities or events for the given school year.

- 10 or more referrals for the school year – ineligible for school activities, including graduation
- 5 ISS for the school year – ineligible for school activities, including graduation

- 2 OSS or one 10 day for the school year – ineligible for school activities, including graduation
- Any unserved detention for the school year – ineligible for school activities, including graduation

SUBSTANCE USE/POSSESSION ON SCHOOL GROUNDS

Illegal drugs and alcohol are not allowed in school. Any student in possession of such items will be dealt with in accordance to School Board Policy 7:190 which includes suspension out of school and/or possible expulsion.

All students are prohibited from engaging in any of the following activities while on school premises.

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage
3. Being present on school premises when alcohol consumption is detectable, regardless of when and/or where the use occurred.
4. Being under the influence of any illegal or controlled substance.
5. Possession or use of any form of cannabis.
6. Possession or use of vaping devices.

Students violating this policy shall be disciplined in accordance with the student discipline policy, which includes suspension out of school, alternative placement, and/or possible expulsion. Police will also be notified, which may result in other legal consequences outside of school.

MJHS COMMUNITY SERVICE RESTORATIVE LEARNING PROGRAM

Memorial Junior High School believes that restorative practices are intended to build community and maintain healthy relationships. The MJHS Community Service Restorative Learning Program is a restorative approach to school discipline that combines an appropriate school consequence (as determined by an administrator) with the student's ability to link specific skills and knowledge learned in a community service experience to issues, needs, or problems identified within their school or community. The purpose of this program is to allow students an opportunity to reflect on the specific harm caused to their self, relationships, and the community environment while restoring their commitment to being a positive pillar in the MJHS school community.

The following have been identified as critical elements of the MJHS Community Service Restorative Learning Program:

- Students will learn and develop through active participation in thoughtfully organized service that is conducted within and meets the needs of a community.
- **Service is done in connection with a civic organization that is primarily established to further educational, charitable, religious, cultural, or local**

economic development purposes; including but not limited to churches, service clubs, veterans' posts, fraternal societies, volunteer fire or rescue groups, or local civic leagues or associations.

- Service helps foster civic responsibility.
- Service enhances the curriculum of the students.
- Time is set aside for students to reflect on the service.
- If provided the opportunity to participate, students must complete the number of required hours as outlined by their respective grade-level:
 - 6th Grade – 12 hours
 - 7th Grade – 14 hours
 - 8th Grade – 16 hours

Students returning from a 10 day out-of-school suspension and/or short-term alternative placement, and who have been placed on social probation, may receive an opportunity to participate in this program. Students will remain on social probation from all MJHS extra - curricular activities and athletics until all program documentation is complete and approved by the building principal. Students allowed this opportunity must complete their grade-level prescribed number of community service hours to regain social restoration, prior to May 1st of the current school year. Eighth grade students assigned to this program must complete their 16 hours of community service hours and reflection prior to May 1st to participate in the promotion ceremony and/or receive their diploma. Students who commit major infractions after May 1st will not receive the opportunity to participate in this restorative program. 8th grade students may receive their diploma; however, they will not participate in the promotion ceremony or promotion related activities/events.

Community service rendered must support the academic curriculum provided by School District 158. Service must be completed outside of normal school hours and in connection with an approved organization as outlined above. The service organization selected and submitted for administrative approval, is at the sole discretion of the parent /guardian. The parent/guardian is ultimately responsible for the child's safety while completing their community service.

Submission of the following denotes completion of the MJHS Community Service Restorative Learning Program packet:

- Civic Organization Pre-approval Form
- Community Service Restorative Learning Program Log
- Community Service Restorative Learning Program Reflection Form

TARDY POLICY

Students are expected to be on time daily for school. The consequences for students tardy to school are as follows:

2nd tardy to school -----Warning by school personnel
3rd tardy to school ----- Call to parent/after school detention
4th tardy to school -----Check in with Social Worker or
Staff Member/ after school detention
5th - 9th tardy to school ----- Extended Day Detention

10th tardy to school-----Parent Meeting and In-School Suspension

Students are expected to be on time daily to class. The consequences for students tardy to class are as follows:

1st – 2nd tardy to classWarning by classroom teacher
3rd – 5th tardy to class.....Call to parent by classroom teacher/after school detention
6th tardy to class.....Teachers schedule parent meeting to include social worker and administrator
7th and subsequent tardy to class.....progressive discipline/referral to an administrator

Each tardy to class is recorded quarterly. After each quarter the tardy process will start over.

*10 tardies to school will equal 1 unexcused absence. Unexcused absences will follow truancy procedures.

Consequences

All students

- Any student who accumulates 10 or more tardies to school per quarter will be ineligible to participate in any extra-curricular activities for that quarter. *After each quarter, the tardy to school process will start over.

8th grade

- 8th grade students who accumulate 10 or more tardies to school within 2 quarters each will not be eligible to attend 8th grade extra-curricular field trips. Students who accumulate 10 or more tardies to school for 3 or more quarters will not be eligible to participate in the 8th grade graduation ceremony. *After each quarter, the tardy to school process will start over.

Truancy Procedure

Memorial Junior High School

- Attendance needs to be taken by every teacher during Home Base.
- Students arriving tardy to school will receive a **L code (for “late to school”)** for every period the student missed including the partial period they attend when they arrive. When a student has over 10 L codes, a process will begin including discipline and/or truancy proceedings.
- Voicemails will then be checked, and absent students will receive a **P code (for parent-excused)**. There are typically 20-40 calls per day on the Memorial voicemail.
- An attendance report will then be run, and all absent students will receive an **A code, for unexcused absence**.
- All codes must be completed by 10 a.m. at which point a phone call, a text and/or email will be sent out via Apptegy software indicating to parents that their child is absent and had not been excused.

Students are expected to be in their Home Base classroom at 8:15 a.m. first bell. Students not present in their Home Base classroom by the first bell will not be recorded as tardy to a class period but will be recorded as “late to school”.

Truancy Level	Number of Unexcused Absences	School Action
1	1-2	Text Alerts
2	3	Text Alerts 1 st Official Communication
3	6	Text Alerts 2 nd Official Communication
4	9	Text Alerts 3 rd Official Communication Consultation with Admin, SRO, and/or social worker
5	10	Text Alerts Referral to SCISC
FINAL LEVEL	Continued Absences	Text Alerts Second Referral to SCISC Referral to Law Enforcement For violation of village ordinance

If a student is to be excused from school, a parent or guardian must call the Memorial Junior High School attendance line and report that the student will be absent. This call must be made by 10 a.m. or the absence will be recorded as “unexcused”.

Excessive unexcused absences and/or “late to school” records may result in referral letters to district administration, the Illinois Regional Office of Education, and local law enforcement.

Truancy Level 1: Any student with unexcused absences, text alerts will be sent to the parent/guardian to inform them of the student’s unexcused absence(s) by 10:00AM every day.

Truancy Level 2: Along with text alerts for each unexcused absence, a third unexcused absence will trigger a communication sent to the parent/guardian outlining detrimental effects of absences to the student’s education and of the legal consequences of violating Illinois law and Lansing ordinances requiring school attendance.

Truancy Level 3: Along with text alerts for each unexcused absence, a sixth unexcused absence will trigger a second communication sent to the parent/guardian outlining detrimental effects of absences to the student’s education and of the legal consequences of violating Illinois law and Lansing ordinances requiring school attendance.

Tuancy Level 4: Along with text alerts for each unexcused absence, a ninth unexcused absence will trigger a third communication sent to the parent/guardian identifying student as chronically truant, outlining detrimental effects of absences to the student's education and of the legal consequences of violating Illinois law and Lansing ordinances requiring school attendance, and an invitation to consult with school personnel (i.e. administrators, school resource officer, and/or school social worker) in order to discuss ideas on how to remedy any obstacles to attendance.

Tuancy Level 5: Along with text alerts for each unexcused absence, a tenth unexcused absence will trigger a fourth letter sent to the parent/guardian informing them that a referral will be made to the Regional Office of Education (ROE). The ROE will send a notice compelling the parent to return the student to school by a certain date.

Final Level: With continued absences, the parent will be informed that a second referral to the ROE will be made. The ROE will send a final notice that legal consequences are pending if the student is not attending school consistently. A referral will then be made to law enforcement to enforce state or local ordinances regarding school attendance. Consequences for violating these laws may include fines or up to 30 days in jail.

NOTE: LATE TO SCHOOL: Students are expected to be on time daily for school. For every period (or beginning of a period) they miss due to being late to school without a valid excuse, they may be considered truant for that period (10 tardies to school equal one unexcused absence.)

TRANSFER STUDENTS

New transfers to the school district must have an appointment to complete the registration process. An Illinois State transfer form or a letter of good standing from the previous school with identification of the student's grade level is needed upon transfer. Please contact the school's main office for additional requirements.

New transfers must be in good academic and behavior standing from their previous school to participate in school activities including the 8th grade graduation ceremony.

Students who are transferring out of school will have a designation of "not in good standing" on their transfer request if they are being placed or currently placed at an alternative school or have unfinished discipline consequences to serve.

SUICIDE PREVENTION

The following is contact information for anyone needing help:

- Dial 988 to speak to a trained counselor
- National Suicide Prevention Lifeline 1-800-273-8255
- The Crisis Text Line – Text HELLO to 741741
- Safe2Help Illinois helpline – 844-4-SAFEIL (723345) or text SAFE2 (72332)

RECLASSIFICATION / SUMMER SCHOOL

Advancement in the junior high academic curriculum and preparation for high school are dependent upon successful completion of courses during the school year. Successful completion of the following subjects may determine reclassification or recommendation for summer school: Language Arts, Math, Social Studies, Science, Literature/Reading, and Physical Education.

If a student fails 2 or 3 classes for the year – the student will be recommended to attend summer school and could be reclassified.

If a student fails 4 or 5 classes for the year – the student can be reclassified in that year's grade level.

Any 8th grade student who is required to attend remedial summer school may not participate in the graduation ceremony.

PROMOTION

Promotion is an honor and a privilege bestowed on those students who have successfully completed the eighth grade and have met the academic and behavior standards set by Memorial. Students who have not applied themselves academically by not completing assignments, refusing to participate in classroom functions, who have excessive administrative infractions, and/or have been identified as chronically truant will not be permitted to participate in the promotion ceremony. Any 8th grade student who receives two out-of-school suspensions or one 10 day out-of-school suspension may become ineligible to participate in the 8th grade promotion ceremony or promotion related activities/events. Any 8th grade student who is required to attend summer school will not participate in the promotion ceremony or promotion related activities/events.

Promotion Ceremony Students & Guests Information

Our promotion ceremony is intended to honor every student for his/her educational achievements in District 158. The promotion ceremony is a privilege and not a right. In keeping with the solemnity of the occasion and to respect the accomplishments of every student, we require full cooperation from our audience and student graduates. Altering of the student cap and gown is prohibited. In order that all names may be read and heard with equal clarity and due respect, please refrain from clapping, cheering and other outbursts that interrupt our promotion ceremony. Guests who do not respect the rights of all students and their families will be removed from the ceremony. Guests who do not respect the rights of all students and their families will immediately be dismissed from the promotion ceremony.

APPENDIX 8 - FORMS

LANSING ELEMENTARY SCHOOL DISTRICT #158

18300 Greenbay Avenue
Lansing, IL 60438

Guidelines for Medication Administration

In order to provide for safe distribution of medication to the students, District 158 will follow the "Recommended Guidelines for Medication Administration in the School" from the Illinois Department of Public Health and the Illinois State Board of Education.

To administer medications in school, including over-the-counter medications, parents will provide the following:

1. Written authorization from the parent/guardian.
2. Written authorization from the child's physician. This is required for all prescription medications (ie. antibiotics, etc.), and for over-the-counter medicine such as Tylenol.
3. Medicine must come to school in the original container. Please be sure your child's name is on the bottle.

The district nurse, health aide, or other designated school personnel shall administer or supervise the student self-administer medications.

Medications are to be picked up by the parents at the end of the treatment period, or at the end of the school year. If medications are not picked up at the proper time, they will be discarded in the presence of a witness.

Prescriptions for long-term medications must be renewed at the beginning of every school year.

If you are at the doctor's office without an authorization form, ask the doctor to write out and sign the instructions for giving the medication at school on his/her letterhead or prescription form. This will suffice and save you a return trip.

If you have any questions, please call the school nurse or health personnel at the school your child attends. Thank you for your cooperation.

AUTHORIZATION FOR DISPENSING MEDICATION IN SCHOOL

STUDENT: _____ GRADE: _____

PARENT/GUARDIAN: _____ DATE: _____

Physician Authorization:

Diagnosis: _____

Give the following medications/treatments during school hours:

Medication/Treatment: _____

Dosage: _____

Start Date: _____

Possible Side Effects: _____

Physician's Signature Date

Physician's Name (please print)

Address

Telephone

Fax

Parent Authorization:

I hereby give my permission for the District 158 Nurse, Health Aide, Principal or other designated school personnel to administer the above stated medication/treatment to my child, _____, as prescribed by the attending physician.

Parent/Guardian Signature and Date

RULES AND CODE OF ETHICS
158 COMPUTER USERS

As a computer user, I agree to follow the Rules and Code of Ethics in all of my work with computers while attending Lansing School District 158.

1. I recognize all computer users have the same right to use the equipment.
 - a. I will not play games or use the computers or computer resources for other non-academic activities when others require the system for academic purposes.
 - b. I will not waste nor take supplies such as paper, toner cartridges, ribbons, and jump drives that are provided by Lansing School District 158
 - c. When I use the computer, I will talk softly and work in ways that will not disturb others.
 - d. I will not chew gum or candy or have food or drink while using the computer.
2. I recognize software is protected by copyright laws.
 - a. I will not make unauthorized copies of software found on school computers either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards.
 - b. I will not give, lend or sell copies of software to others unless I have written permission of the copyright owner, or the original software is clearly identified as share-ware or public domain.
 - c. I will not bring software from outside sources or my own personal software for use on school equipment without written authorization of the copyright owner.
3. I recognize that the work of all users is valuable.
 - a. I will protect the privacy of other users.
 - b. I will not copy, change, read, or use files without that user's prior permission.
 - c. I will not attempt to gain unauthorized access to system programs or computer equipment.
 - d. I will not use computer systems to disturb or harass other computer users by sending unwanted electronic mail or by other means.
 - e. I will not download onto Lansing School District 158 hard drives for permanent storage without the permission of the Network Technology Coordinator.
4. Violations of the rules and code of ethics described above will be dealt with seriously. Violators will lose computer privileges and receive appropriate discipline.
5. I understand that my family and I are legally and financially accountable for all of my actions that in any way damage or violate the use of the computer or internet access.

Memorial Junior High School Student Device Guidelines

This school year, students will be issued a school student device to be taken to each class throughout the school day. The purpose is to enhance educational opportunities, promote achievement, and prepare students for the technology-driven world.

This policy provides a guide to the school's expectations for students and their parents or guardians. Please read and discuss the responsibilities and restrictions below. For a student to be issued a student device, the bottom portion must be signed and returned to the school.

Student Responsibilities

Student will...

- Retrieve their student device from the cart in their Home Base each morning and return it to charge at the end of each day.
- Carry the student device carefully with other school supplies throughout the hallways and classrooms.
- Carefully place student device in locker when needed, ensuring it is not under heavy items.
- Safely store the student device and do not leave it unattended.
- Keep the student device on a flat, stable surface during use and storage. Leaving the student device on your lap or stack of books could result in accidental damage.
- Use the computer for class and academic purposes only, including access websites on the internet.
- Provide headphones/ear buds to utilize when given permission by the teacher.
- Flash drives and other storage devices should only be used for storing research and other important information for classes. Use of these devices should be limited to avoid the spread of viruses.
- Headphone use with student devices only when permitted by the teacher.

Restrictions

Student will not...

- Stack items on top of the student device or use the laptop as a writing surface.
- Store or leave papers between the screen and keyboard when closed.
- Use the student device during class for games or other distracting activities.
- Use the student device to access inappropriate websites.
 - The school has filters in place that prevent a student from going on inappropriate websites. If any websites are accessed or if students attempt to access websites in any manner, consequences will be issued.
- Download any applications, games, or files that are not district-owned or approved.
- Copy and/or share material that is protected under copyright law.
- Add stickers, markings, or other decorations to the laptop.
- Bring the student device home or outside of the school building.
- Remove name labels or stickers from devices.

I have read the above expectations and agree to adhere with the use of a school issued student device.

Student name (print): _____ Student signature: _____

Parent name (print): _____ Parent signature: _____

Lansing School District 158 Request for Classroom Observation Form

Student Name: _____

Date of Birth: _____

School Attending: _____

Grade/Teacher: _____

The following information must be completed by individuals requesting to access a school building, facility, classroom, and/or educational program for observational purposes. Please complete this form and return it to the Building Principal where the student is enrolled. You will be contacted to coordinate your visit.

To Be Completed By Parent/Guardian:

Name: _____

Phone: _____

Address: _____

- ☐ I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/setting:

for the purpose of:

Note: observations are limited to thirty (30 minutes) or one (1) class period per academic quarter or as otherwise agreed to and must be arranged at least 48 hours in advance. The person(s) attending the observation will be accompanied by an administrator at all times. Observations may only be conducted during times when instructional activities are taking place. Classroom visitors must abide by all District policies and procedures, including but not limited to: Board Policy 8:30 (Visitors to and Conduct on School Property), use of Hall Pass, and conducting background checks.

- ☐ I understand that Lansing School District 158 will allow me reasonable access to the school building, facility, classroom, and/or educational program I have requested as it relates to the purpose of my visit. I further understand that during my visit, I must honor all students' confidentiality rights and agree to refrain from any re-disclosure of any information regarding other students that is obtained during my visit. I also understand and agree that I am not to communicate with the child being observed, other students, and/or school personnel during the observation. I am aware that if my presence becomes a disruption to the learning environment, I may be asked to leave school grounds.

Parent/Guardian Signature

Date

Office Use Only

- ☐ Classroom Observation Approved – Date Scheduled: _____
- ☐ Classroom Observation Not Approved – Reason: _____

Office Signature

Date