

Calumet City School District No. 155

Parent/Student Handbook

“Learning Never Ends”

2019-2020

BOARD OF EDUCATION

Tonya DavisPresident

Katheryne SternVice President

Janet ObermanSecretary

Stanley Long

Yvette Franklin

Bonnie Rising

Lamarr Miller

Members of the Board of Education are elected by voters of the school district for four (4) year terms. Board members receive no compensation for their service to the community.

Regular meetings of the Board are usually held on the third Thursday of each month at 6:30 p.m. at the Administration Center, 540 Superior Avenue, Calumet City, Illinois.

The public is welcome to attend District No. 155 School Board meetings.

Regular Meetings:

August 15, 2019	January 16, 2020
September 19, 2019	February 20, 2020
October 17, 2019	March 19, 2020
November 14, 2019	April 23, 2020
December 19, 2019	May 21, 2020
	June 18, 2020

Disclaimer: This Parent/Student Handbook does not encompass every incident that may occur throughout the school year.

Incidents will be subject to authorized personnel decisions and all student consequences will be dealt with on an individual basis.

SCHOOL BUILDING AND ADMINISTRATION OFFICE DIRECTORY

ADMINISTRATION CENTER

540 Superior Avenue, Calumet City, IL 60409
Dr. Joseph H. Zotto, Superintendent
Ms. Tara T. Lawrence, Assistant Superintendent
Telephone: (708) 862-7665 FAX: (708) 868-7555
Office Hours: 8:00 a.m. to 4:00 p.m.

WENTWORTH JR. HIGH SCHOOL

560 Superior Avenue, Calumet City, IL 60409
Mr. Andrew Morgan, Principal
Mr. James Safarik, Assistant Principal
Telephone: (708) 862-0750 FAX: (708) 862-1194
Office Hours: 7:45 a.m. to 3:50 p.m.

WENTWORTH INTERMEDIATE SCHOOL

530 Superior Avenue, Calumet City, IL 60409
Mrs. Julie Hassel, Principal
Mr. Charles Russ, Assistant Principal
Telephone: (708) 868-7926 FAX: (708) 868-7671
Office Hours: 7:45 a.m. to 3:50 p.m.

WOODROW WILSON SCHOOL

560 Wentworth Avenue, Calumet City, IL 60409
Mrs. Deborah Smith, Principal
Telephone: (708) 862-5166 FAX: (708) 868-7086
Office Hours: 8:00 a.m. to 4:00 p.m.

THE EARLY LEARNING CENTER

560 Wentworth Avenue, Calumet City, IL 60409
Mrs. Michelle Hessler, Director of Student Services
Telephone: (708) 868-7085 FAX: (708) 891-3915
Office Hours: 8:00 a.m. to 4:00 p.m.

MISSION STATEMENT

The District No. 155 staff will strengthen its partnership with children, parents and community to provide an optimum climate for learning in which children may reach their true potential and pursue their life goals.

RESPONSIBILITIES OF STUDENTS

As citizens of the United States, students are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrations have a responsibility- indeed, a duty – to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing rights of the individual with rights of society is as valid in the educational community as in the larger community. There are certain responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to rules and regulations established by local boards of education and implemented by all school personnel.
2. To respect rights and individuality of other students, school administrators and teachers.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress in uniform and groom in a manner that meets standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the authority by school administrators and teachers in maintaining discipline in school and at school-sponsored activities.

Absences	6
Ahera Notification	6
Attendance	6
Bicycles.....	7
Book Rental Fees.....	7
Bullying	7
Bus Assignment and Rules	7, 8
Calendar.....	31
Care of School Property.....	8
Community Input.....	8
Community Partnerships.....	8
Concussion Protocol	9
Crisis Management Procedures.....	10
Dental Requirements.....	16
Disaster Procedures.....	10
Drug-Free School Certification.....	10
Emergency Closing.....	11
Equal Education Opportunities	11
Exemplary Programs.....	11
Extra-Curricular/Co-Curricular Activities	11, 12
Free Lunch Eligibility	13
Field Trips.....	12
Food Program	12, 13
Grading and Promotion.....	13
Health Requirements.....	15, 16
Hours.....	13
Inclement Weather	11
Instrumental Music Program.....	13
Interscholastic Activities.....	14
Lockers and Desks	14
Lost and Found	14
Medical Information	15, 16, 17
Parent School Visitation Rights	30
Parent-Teacher Conferences	18
Passes for Leaving School	19
Pest Management.....	19
Pictures/Videos/Web Page.....	19
Plagiarism	19
Problem Solving Procedures	19
Progress Reports	20
Pupil Personnel Services.....	20
Registration of Pupils.....	20, 21
Right to Review	21
School Improvement Plans	21
Security Video Surveillance	22
Sex Equity Policy.....	22
Sexual Abuse - Instruction in Recognizing and Avoiding.....	22
Sexual Harassment.....	22, 23
Special Education	23
Student Data Management System (Power School)	23
Student Discipline.....	23
Student Records	24
Student Transfers	24
Summer School Policy.....	25
Tardiness	25
Technology	25, 26
Telephones	26
Truancy	27
Uniform Policy	27, 28, 29
Uniforms for Gym	30
Visitor Regulations	30
Walking the Street	30

ABSENCES

Upon a child's registration, the parent(s)/guardian(s) must: (1) **provide telephone numbers to the Building Principal and update them as necessary**, and (2) authorize all absences and notify the school office in advance or before 9:00 A.M. on the day of the child's absence due to illness or some other emergency.

If a student is, absent without prior authorization by the parent(s)/guardian(s), the Building Principal or a designee will make a reasonable effort to notify the parent(s)/guardian(s) of their child's absence within 2 hours after the first class by telephoning the numbers given.

Parents may find it helpful to post the above information near their telephone for easy reference.

Wentworth Jr. High.....708-862-0750
Wentworth Intermediate.....708-868-7926
Wilson Elementary.....708-862-5166

Students who sustain a serious injury or illness, which requires them to be absent for more than five (5) consecutive school days, will be required to obtain a physician's statement for readmission purposes.

Students who have been absent due to infectious diseases, e.g., trench mouth, pinworm, impetigo, hepatitis, measles, scarlet fever, mumps, chicken pox, etc., must have a statement from the attending physician, attesting to the fact that the illnesses have subsided to a degree where others are not endangered.

A student is considered to be truant when he/she is absent without a valid cause for a school day or a portion of a school day, as defined in Section 26-2a of the Illinois School Code. If a student becomes a chronic truant, missing more than 10% of the scheduled school days, he/she will be referred to the local police department and/or the Cook County ESR.

Extended Vacations:

If a student is taken out of school for an extended vacation, makeup work may not be available.

AHERA NOTIFICATIONS

Asbestos Inspection Reports and Management Plans for the Wentworth and Wilson Schools have been approved by the Illinois Department of Public Health and may be examined at the Administration Center or the individual school offices.

ATTENDANCE

School attendance is a responsibility for both children and their parents. The custodial parent/legal guardian of the student is responsible for making sure the student attends school every day on time:

1. the child attends an appropriate private or parochial school,
2. the child is found by a physician or psychiatrist to be physically or mentally unable to attend a regular school program,
3. the child is temporarily excused for good cause by the principal or
4. the child is necessarily lawfully employed, according to the child labor laws, with the consent of the Superintendent of the Educational Service Region.

BICYCLES

Bicycles must be parked in the racks provided. All bicycles should have locks. The school is not responsible for damage or theft of bicycles on or off school property.

SCHEDULE OF BOOK RENTAL FEES

Instructional Materials

Kindergarten.....	\$40.00
Grades 1-5	\$65.00
Grades 6-8	\$70.00

Please note that a deferred payment agreement (time payments) is available. Payments are to be made monthly and *entire amount must be paid* before the end of the current school year.

BULLYING POLICY

Hazing, bullying, menacing or abuse of students will not be tolerated. Any student who engages in an act or conduct that injures, degrades, demeans, belittles or disgraces another student, or interferes with a student's opportunity to learn or derive educational benefit shall be subject to appropriate disciplinary action.

Bullying is defined as one or more individuals inflicting physical, verbal or emotional abuse on another individual or individuals. Bullying takes many forms and can include many different behaviors, including, but not limited to:

- a. physical violence and attacks,
- b. verbal taunts, name calling and put-downs, including, but not limited to, ethnically-based verbal abuse and gender-based put-downs,
- c. threats and intimidations,
- d. extortion or stealing of money and possessions and
- e. ostracization and exclusion from the peer group.
- f. cyber bullying (electronic communications on campus) The district/school will investigate whether a reported act of cyber bullying is within the scope of the district or school and, if not, process for referral of such an act to the appropriate jurisdiction (i.e. Calumet City Police).

A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion or referral to law enforcement authorities.

BUS ASSIGNMENT AND RULES

Student bus assignments are made by location in the district; all assignments are made in order to provide the safest, most consistent, and logistically sound bus service to students.

The bus assignment, bus stop assignment, pick-up time, and drop-off time information will be distributed to parents at registration.

Bus Rules:

1. Students must remain seated in assigned seats at all times.
2. No yelling or shouting.
3. No eating, drinking or gum chewing on the bus.
4. No horse play at the bus stop.
5. Always obey the driver's or bus aide's directions.

Any disregard for proper conduct on the bus or at the bus stop can result in loss of bus privileges for a day to the rest of the year depending on the severity or frequency of behavior. Video cameras will be used on the school buses. In case of any emergency with a bus, school personnel will contact parents with needed information.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all textbooks, chrome books, library books, supplies and furniture provided by the school.

Students who disfigure property, or cause damage to school property or equipment, will be required to pay for the damages. Lost textbooks are also the responsibility of the student and are to be paid for in the school office.

The Illinois Textbook Loan Program was authorized 1975 legislation to provide textbooks free of charge to any public and non-public student enrolled in K-12 grades. "Eligible applicants" are schools participating in the Illinois Textbook Loan Program. Section 350.15 of the Illinois School Code outlines acquisition procedures.

COMMUNITY INPUT

School District No. 155 welcomes suggestions for improvement of the school district. All suggestions will be taken under advisement and considered for appropriateness and feasibility.

Please contact the superintendent if you would like to serve on a district committee and/or have "Coffee with the Superintendent."

Each year School District No. 155 submits proposals for the Education Consolidation and Improvement Act, Titles I, IV & V. These programs provide limited funds for remediation of basic skills in language arts and mathematics as well as special projects and/or programs.

Suggestions and/or comments are welcomed from parents and community members regarding the writing of these projects. Please contact the superintendent if you have any suggestions regarding this matter.

COMMUNITY PARTNERSHIPS

The Success Center provides many GREAT programs for the students of District 155 including Aunt Martha's South Suburban Family Shelter, Social Skills, Violence Prevention, All Stars, Anger Management, Parenting Classes and education on McKinney-Vento Act.

CONCUSSION PROTOCOL

New Concussion protocols have been added for the safety of all students involved in activities that could result in a head injury. These new protocols can be found on the next and last page of this handbook.

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers question slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported by Athlete:

- Headache or “pressure in head”
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not feel “right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. Seek medical attention right away. A healthcare professional with knowledge in concussion management will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play on the same day the injury occurred and until a health care professional says it’s OK. Children who return to play too soon while the brain is still healing, risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. Tell your child’s coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

DISASTER AND CRISIS MANAGEMENT PROCEDURES

Disaster and crisis management procedures for fire, severe weather, or other Civil Defense disasters, and diverse crisis situations have been planned and implemented by a committee of faculty, support staff, and administrators of Calumet City School District No.155. Practice Drill sessions will take place in each school building to ensure that students and faculty react properly to the various disaster alarms.

SPECIAL CONSIDERATIONS: Parents should be aware that during a tornado or severe weather alert or practice drill, the following precautions will be taken to ensure the safety of students, teachers, and other school district employees:

1. The telephone will not be answered as all students and personnel will be in emergency positions.
2. Students will not be allowed to leave a school building while a tornado or severe weather alert is in progress.
3. Parents or other visitors, in a school building when an alert is activated, should proceed to a safety area within the school building with students and personnel.
4. Parents will be notified by *Honeywell Instant Alert Voice Messaging System* for reunification procedures if student relocation is necessary.

DRUG-FREE SCHOOL CERTIFICATION

Since the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, provide prevention programs which address the legal, social, and health consequences of drug and alcohol use. The program provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol and is presented to all students.

Standards of conduct that are applicable to students in all schools of this district clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Compliance with the standards of conduct is mandatory.

Discipline sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program. School Social Workers have further details concerning appropriate rehabilitation programs. Additional information concerning standards of conduct and disciplinary sanctions may be found in the second half of this booklet, **Calumet City School District No. 155 Student Discipline Policy**, which is distributed during registration. Parents will be notified of any revisions made to this policy during the school year.

EMERGENCY CLOSING/INCLEMENT WEATHER

If there is a need to close any of our schools due to weather conditions, power failure, or other unexpected circumstances, an announcement will be broadcast on radio station WJOB (1230 AM), radio station WGN (720 AM), and television station WGN (Channel 9). Call Parent Connection: Wentworth Junior High 868-7080 and Wilson 868-7550.

Please note that the announcement may be made in any of the following ways since we have no control over what the announcer may say: School District No. 155, Calumet City School District No. 155, Wentworth-Wilson School District, Wentworth and Wilson Schools, **OR ANY COMBINATION OF THE ABOVE COULD POSSIBLY BE USED.**

Additionally, the district is utilizing an Instant Alert System. Please make sure all contact information is up to date.

Should it be necessary to close school during the school day, it would be in the best interest of your child for you to make arrangements for your child to go to an alternate home (such as a friend, neighbor, or nearby relative) in the event no one would be at your home on the arrival of your child.

It is the policy and practice of this school district to remain open whenever possible. In the case of inclement weather, it is the parent's decision as to whether or not to send their child or children to school under those circumstances. The decision for indoor or outdoor recess is at the discretion of the building principal.

EQUAL EDUCATION OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a grievance by using the School Uniform Grievance Procedure.

EXEMPLARY PROGRAMS

Exemplary programs such as the Peer Tutoring, the TIER Behavior Modification Program, Small Literacy Groups, *Reading Recovery*®, Peer Mediation and Classroom Community among others have been implemented for the benefit of students in School District No. 155.

Wentworth Junior High offers an After School Study Session Monday through Thursday and Wentworth Intermediate and Wilson offer Homework Club for students to get help with homework.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Students must be passing all classes and be on Tier Level 2 to participate in extra-curricular activities. Students must be in attendance the **ENTIRE DAY** of an event in order to participate in any extra-curricular activity. Students must be enrolled on a full time basis to be eligible for extra-curricular activities. Any student who participates in intramurals, must have a current sports physical on file for Grades PK- 8.

Wentworth Junior High offers:

- Band
- Boys Basketball
- Girls Basketball
- Girls Volleyball
- Intramural Soccer (Coed)
- Track for both Boys and Girls
- Student Council
- Peer Mediators
- Cheerleading
- Cal-Ridge Scholastic Bowl
- Cal-Ridge Math Bowl
- Prairie State Math Bowl
- Newberry
- Newspaper Writing Club
- Black History Month Program
- Cinco de Mayo Program
- Chorus
- Environmental Club
- Drama Club

Wentworth Intermediate offers:

- Band
- Chorus
- Intramural Sports
- Student Council

FIELD TRIPS

During the school year, field trips will occur as extensions of the academic program, with goals and objectives keyed to the classroom instructional program. Students must demonstrate expected school behaviors on a consistent basis, within the school, to attend out of building field trips.

In order for a student to participate in a field trip, it will be necessary for him or her to bring a permission slip (supplied by the school) signed by his or her parent and to pay admittance charges.

We urge parents to allow their children to attend these field trips since they are part of the overall academic program and tied to Illinois Learning Standards.

Students who cannot attend field trips will be given instruction in school. Field trip days are regular school days for attendance purposes...**a child who cannot attend a given field trip must attend school as usual.**

FOOD PROGRAM/PREFERRED MEALS

The School District provides breakfast and lunch, *free of charge*, to all students. Breakfast will be served at the beginning of school in the students' classrooms. Even though breakfast will be provided at no cost, students will still have to sign up for breakfast.

The district has a closed campus policy for the lunch period. This means that a student may not leave the building during lunch unless they are properly signed out by a parent. Parents are asked NOT to send glass containers to school for safety reasons. For nutritional reasons, fast food is not recommended.

Absolutely no food deliveries (i.e. Doordash, Uber eats, Grub hub, etc.)

Free Lunch Eligibility: The guidelines regarding eligibility of children enrolled in School District No. 155 schools, to receive free lunch are based upon family income and/or overall family financial status, and may be reviewed for McKinney-Vento Assistance Act and DCFS. The guidelines are published by the State of Illinois for local school district dissemination.

Each family with children in School District No. 155 will receive a cover letter, eligibility guidelines, and an application form regarding free lunch as soon as School District receives the State guidelines for the current school year.

GRADING AND PROMOTION

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. **A student must pass all classes AND be enrolled at Wentworth Junior High by the first day of the 3rd trimester of that academic year in order to participate in the graduation ceremony.** Students may or may not be granted permission to participate in the graduation ceremony based upon discipline or academics. The decision to promote a student to the next grade level shall be based on successful completion of curriculum, attendance or other testing. A student shall not be promoted based on age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Any student failing three or more core subjects will be ineligible for promotion to the next grade.

The following grading scale is used throughout the district:

90-100% = A 60-69% = D P = Pass
 80- 89% = B Below 60% = F F = Failed
 70- 79% = C

Parents are encouraged to check their child’s grades weekly, using the web based student data information system (i.e. Power School). See Student Data Information System page 23.

The District’s Accelerated Placement Program places qualified students in an educational setting that includes curriculum usually reserved for students who are older or in higher grades than the student, please see building Principal for additional information. *The deadline to submit referral is Friday, September 6th, 2019.*

SCHOOL HOURS

<i>Wentworth Jr. High and Wentworth Intermediate:</i> 8:20 a.m. – 3:00 p.m.	<i>Woodrow Wilson:</i> 8:30 a.m. – 3:10 p.m.	<i>Early Learning Center and Kindergarten:</i> Morning Session: 8:30 a.m. – 11:20 a.m. Afternoon Session: 12:20 a.m. – 3:10 p.m.
---	--	---

It is requested that students do not arrive on the school premises until ten (10) minutes before class time, as there is no supervision until that time. All students must be picked up no later than ten (10) minutes after student dismissal, as there is no supervision after that time.

INSTRUMENTAL MUSIC PROGRAM

A band program is available for all students in grades four through eight. A student may participate in the band program only with the consent and approval of his or her parents. Students in the Wentworth Jr. High band program will receive a grade.

INTERSCHOLASTIC ACTIVITIES

Wentworth Junior High School is a member of the Cal-Ridge Conference. The conference sponsors the following activities: Boys' basketball, girls' basketball, boys' track, girls' track, girls' volleyball, intramural soccer, math bowl, Newbery Classics (literary contest) and Scholastic Bowl. Students must be passing all classes to participate in interscholastic activities.

LOCKERS AND DESKS

Student school lockers and desks are the property of the school and are to be used appropriately as storage areas for books, school supplies and outdoor garments. School officials may search lockers and/or desks with or without the student's knowledge or consent.

Students should not give out locker combinations to ensure their things are safe. Students at Wentworth Junior High have been provided gym lockers and are expected to keep their gym shoes and uniforms there and to lock their things up during gym class.

LOST AND FOUND

During the school year, many articles of clothing – and other items such as jewelry, lunch boxes and other personal belongings – end up in the individual school office's **LOST AND FOUND**.

You can help this situation by being aware of the following guidelines:

1. **Valuables** should not be brought to school.
2. Students should be aware of the coats, gloves and scarves worn to school. Students should be responsible for their personal items.
3. Whenever possible, identification tags should be attached to each child's possessions. It is advisable to mark all student belongings with their first and last name and homeroom. Students have many similar belongings and it is often hard to find the owner if they are not marked.

The **LOST AND FOUND** will be open for inspection in the individual school buildings during the year, and articles will be prominently displayed at a general school function before the close of the school year.

Unclaimed **LOST AND FOUND** articles may be donated to a not-for-profit organization.

All lost or stolen property will not be the responsibility of the district.

MEDICAL INFORMATION

Students entering preschool, kindergarten, sixth grade, and new students to the district, must present proof of the required state of Illinois physical examination and immunizations. The student history portion of the examination form must be completed and signed by the parent. **If this is not completed, the student will not be able to register for school.** Out-of-state physical examinations written on approved forms, which meet current state of Illinois requirements, are acceptable if they are less than one year old.

Parent(s)/Guardian(s) who are requesting a religious exemption to immunizations or examinations must use the Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination Form for each child with a religious exemption. The form must be completed and signed by the Parent(s)/Guardian(s) and signed by a physician. This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions.

Health Examinations: Parent(s)/Guardians(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health rules:

1. within one year before entering kindergarten or the first grade,
2. upon entering the sixth and ninth grades, and
3. whenever a student first enrolls in school within the District, regardless of the student's grade.

Failure to comply with the above requirements by the first day of school will result in the student's exclusion from school until the required health forms are presented to the District.

Parents(s)/Guardian(s) of children between the ages of 6 months and 59 months must provide a statement from a physician that their child was screened for lead poisoning before the child will be admitted into any District-operated pre-kindergarten or early childhood care program.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

Immunizations: Illinois State Law specifies that each child be protected by immunization against certain diseases. Immunization is currently required for: Diphtheria, whooping cough, tetanus, poliomyelitis, measles (live vaccine), rubella, mumps, HIB, and hepatitis B. All students enrolling must provide acceptable documentation of TWO doses of live measles virus vaccine, with the first dose administered not earlier than 12 months of age and the second dose no less than one month later.

Illinois Law has added two new required immunizations for students entering the sixth grade. **Your child is required to have a Tdap Vaccine and a Second Varicella.** Students entering the sixth grade are also required to have **a new physical examination completed in the year 2014.**

Students in kindergarten through fifth grade must be current with their immunizations. Beginning with the **2015-16** school year, all students entering grades **six** and **twelve** must show proof of receiving meningococcal conjugate vaccine.

Beginning with the school year 2014-2015, any child entering kindergarten, sixth grade, or ninth grade for the first time shall show proof of having **received two doses of varicella vaccine**, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease.

Health Requirements: The State of Illinois has passed laws requiring immunizations, school physicals and dental exams for every child entering Early Childhood, Kindergarten, Sixth and Ninth Grades. Unless this obligation is met by the parents of the student prior to the first day of school, the student will not be allowed to enroll in classes on the first day and they will be **excluded until the necessary examinations and immunizations have been made** and forms returned to the school district.

The State of Illinois is also requiring that exams for students below kindergarten level **MUST INCLUDE** a statement that the child has been **SCREENED** for **LEAD POISONING** and has received a **TB TEST** as required. **EVERY** child is also to receive 2 doses of the measles vaccine. In addition, all children entering an early childhood program below the kindergarten level (24-59 months of age) must receive one or more doses of Haemophilus influenza type B (HIB) vaccine with the last dose administered on or after 15 months of age.

Hepatitis B immunization requirements will impact those students who are entering the grades stated below. These requirements are for:

Pre-Kindergarten Enrollment: Students entering any school based pre-kindergarten program are required to show proof of hepatitis B immunization. (This requirement does not extend to students entering kindergarten.)

Sixth Grade Enrollment: Students entering sixth grade in the fall are required to show proof of hepatitis B immunization. Illinois law has added a requirement for one additional vaccine for the school year 2012-2013. One dose of the Tdap vaccine is now required (tetanus, diphtheria, and acellular pertussis, also known as the Whooping Cough) regardless of the interval since the last Dtap, DT, or Td. If you have any questions regarding this matter, please see the school nurse at the appropriate school.

All Sixth, Seventh, and Eighth Grade Students must also show proof of hepatitis B immunization.

Three (3) shots are required to complete the hepatitis B series. The minimum intervals between doses are as follows: Dose 1 and 2 - 1 month (4weeks or 28 days); Dose 1 and 3 - 4 months (16 weeks or 112 days); Dose 2 and 3 - 2 months (8 weeks or 56 days).

Effective Fall 2002, children entering into any school-operated program for the first time at the kindergarten level and below will be required to show proof of having received one dose of chickenpox vaccine (varicella) on or after their first birthday. A physician can confirm past disease history – in lieu of vaccination – by having examined the infected child, documenting the parent’s description of the child’s history, or reviewing laboratory evidence.

Dental examinations: Effective July 1, 2005, **all Illinois children entering kindergarten, second, and sixth grades will be required to have an oral examination by a licensed dentist.** Each child shall present proof of examination (state report form) signed by the dentist prior to the beginning of the school year.

Vision test: All children enrolling in Kindergarten or in school for the first time must have a vision test by October 15th of the school year.

Administering Medication to Students: Teachers and other non-administrative school employees shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children.

Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication:

1. Written orders, reviewed annually, from a physician detailing the name of the drug, dosage, and time interval the medicine should be taken. (**This includes over-the-counter medications such as aspirin, cough syrup, Tylenol-type remedies, etc.**)
2. Written permission from parent or guardian of the student, requesting that the school district comply with physician's order.
3. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician. This label must include the name of the person who is to take the medication, dosage, and time interim.
4. The school health aide will inform the appropriate school personnel of potential benefits and side effects of the drug being administered.
5. A locked cabinet is provided for storage of medication in the nurse's office. All medication must be stored in this cabinet

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

Please **do not send** your child to school if he/she continues to have symptoms within the 24 hour period prior to the school day.

Please keep your child home when the following symptoms are present:

1. Temperature of 100 degrees Fahrenheit or greater within the past 24 hours.
2. Vomiting or diarrhea occurring within the past 24 hours.
3. Strep infections of any kind, untreated ringworm, or conjunctivitis (pink eye). These are all contagious infections and must be treated with medication for at least 24 hours before returning to school.
4. Rash, bumps, or sores of unknown origin.
5. Untreated lice infestation.
6. Too uncomfortable to stay in school because of pain (for example, tooth pain, surgical pain).

Illness While in Attendance: If a child becomes ill or is injured while in school attendance, the parent(s) or parent-designated emergency number will be contacted if the child: (1) has a fever; (2) has vomited; (3) has a skin rash (must be treated as communicable); (4) has been injured or is in distress.

In order to facilitate notification in case of emergency, please make sure you have done/will do the following:

1. Designate at least two emergency numbers.
2. Notify the school office of any phone or address changes immediately.
3. Make sure work numbers or other numbers which may need to be used to contact parents are designated on school forms.

Reduced Physical Activity: If a parent wishes a child to have limited gym and/or recess activity, or the total withdrawal from these activities, the following guidelines should be followed:

1. Upon return to school from home due to illness, a child may have reduced recess or gym activity if a parent specifies this wish in a written note to the school principal; in such cases the limited activity will not be sustained for longer than one (1) school day.
2. If a child must have a curtailed gym and/or recess schedule, or be totally withdrawn from gym and/or recess for medical reason, for a length of time greater than (1) day, a note from a medical doctor must be turned in to the school office specifying the limitations. This note must be renewed annually.

Absence Due to Illness:

1. If a child is returning to school after contracting a communicable disease, i.e., scarlatina, strep throat, measles, chicken pox, or other infectious disease, a “release to school” note signed by a medical doctor must accompany the student to school and be turned in at the school office before the child can be admitted to class.
2. If a child is returning to school after being absent for five (5) or more consecutive school days, he or she is required to obtain a physician’s statement stating the reason for the absence and that the child is well enough to return to school before the child can be admitted to class.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held twice annually, Wentworth Jr. High will be conducting student led conferences. Student attendance is required. **On these dates, parents are expected to meet with their child’s teacher(s) to pick up the report card.**

In addition to the scheduled conference dates, parents are encouraged to meet with teachers or confer with them on the phone or e-mail throughout the school year. If you wish to have a conference with a teacher, please call the office and ask the secretary to leave a message. The teacher will return your call to schedule the conference. In many cases, parents may be invited for additional conferences beyond those regularly scheduled. Furthermore, parents are encouraged to regularly check the web based Student Data Management System (i.e. Power School).

CLASSROOM VISITATION DAYS:

Tuesday, Wednesday, and Thursday
Please call 24 hours in advance.

Parents are particularly invited to visit classrooms during National Education Week in November. According to the *School Visitation Rights Act*, employers must grant an employee unpaid leave of up to a total of eight (8) hours during any school year, and no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee’s child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to the Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave.

Forms for verification to the employer confirming that a percent had actually been at school for a conference or classroom activity are available at each school office. Further and full information on the *School Visitation Rights Act* may be obtained by contacting the Illinois Department of Labor, State of Illinois Building, 160 North LaSalle Street, Suite C-1300, Chicago, Illinois 60601-3150, Telephone 312/793-2800.

PASSES FOR LEAVING SCHOOL

All requests to leave the building while school is in session must be cleared through the principal's office. Leaving school without permission is considered truancy.

PEST MANAGEMENT

An Integrated Pest Management (IPM) approach is used for controlling insects, rodents, and weeds. The IPM approach focuses on making the school buildings and grounds unfavorable places for pests to live and breed.

Some IPM techniques are increased sanitation, sealing entry points, physically removing pests, monitoring, and modifying storage practices. Through maintenance and cleaning, available food and water sources, and hiding places for the pests are reduced or eliminated. The school areas are routinely monitored to detect pest problems and prevent the pests from becoming established.

PICTURES/VIDEOS/WEB PAGE

If you do not want your child's picture included in school related materials, please contact your building principal.

PLAGIARISM

Plagiarism is the act of passing off as one's own the work of another without crediting the source, according to Webster's dictionary. Student work must be in the student's words or will not be given credit.

Examples of Plagiarism:

- Copying directly from the book
- Copying someone's homework and turning it in as your own
- Cut and Paste from the internet
- Submitting someone else's work

PROBLEM SOLVING PROCEDURES

If you have a question, concern or inquiry regarding your child's progress, school policy, etc., the **FIRST STEP** is to contact your child's teacher. If the question or concern is not resolved, then the building principal should be contacted for an appointment.

If the situation is still not resolved at the building principal level, then the district superintendent should be contacted for an appointment. If the situation still is not settled **AFTER completing these steps**, the matter should be brought to the attention of the Board of Education in writing. The Board usually meets on the third Thursday of each month in the District Administration Center. Please contact the District Office to determine the upcoming schedule of Board meetings. By using this procedure, the vast majority of questions, concerns, and problems are solved well before reaching the Board of Education level.

PROGRESS REPORTS

The school year is divided into 3 grading periods with progress reports occurring approximately mid-way through the trimester. Progress reports are sent home with the students. Upon receipt of the progress report, we ask that parents/guardians review, sign and return it to their child's homeroom teacher within one week after they have been issued. Failure to do so could result in a disciplinary action. At the conclusion of each trimester, the school will generate a report card for each student to be reviewed by the parent/guardian. Parents/guardians are to pick up the report cards during the first and second trimester at the district scheduled parent-teacher conferences.

Parent/s guardians not attending conferences are still required to pick up the report cards, they will not be sent home with the students. Third trimester report cards will be sent home with the students.

Ability and achievement tests will be made available to parents/guardians. In addition, parents who have concerns about student's grades should contact their teacher.

PUPIL PERSONNEL SERVICES

Pupil Personnel Services is made up of a district coordinator, psychologist, learning disabilities teacher, social worker, speech therapist, school nurse, and regular education teachers.

The task of Pupil Personnel Services is to provide support services to teachers in diagnosing learning disabilities and development of methods with which to maximize students' chances to realize their full potential. All dimensions of Pupil Personnel Service are used on an individual basis, dependent upon needs.

REGISTRATION OF PUPILS

New Students: All pupils registering in District No. 155 for the first time should be accompanied by a parent or guardian. A birth certificate is required for each new pupil in order to verify identity and date of birth. A physical examination, including a dental report, both on official State of Illinois forms and signed by their physician and dentist, must be on file to enter school. Children entering from other school districts must furnish a record of transfer from their former school district. Students coming from another Illinois school must have the official Illinois transfer form unless they qualify under the McKinney-Vento Assistance Act. Students who have been expelled will not be accepted.

The parent or guardian must also provide **three proofs of residence** in this school district (or number needed until adequate documentation for proof of residency); one **MUST** be a photo ID with address within district boundaries.

Other acceptable forms of residency proof include:

- 2 current, dated utility bills showing address within district boundaries,
- mortgage/lease,
- contract for house, only if new purchase,
- property tax bill,
- vehicle registration, and
- guardianship documents.

Not a resident is a fraudulent act. *School Code ILSC 5/10-20.12A. And ILSC 5/10-20.12B.*

Kindergarten Age Requirement: Children beginning kindergarten must be five years of age before September 1 of that school year. All kindergarten students must also comply with the requirements listed above for “New Students”.

First Grade Age Requirement: Children entering first grade must be six years of age before September 1 of that school year.

Returning Students: All students must receive a class assignment prior to the first day of school or they will not be admitted to class. Class assignment for all returning pupils is usually two weeks before the beginning of the school year. A parent or guardian must accompany the student for class assignment.

All parents will be asked to verify previous registration information and must provide at least **THREE** acceptable forms of proof of residence in this district, including a photo I.D. Acceptable forms of residency proof include: current utility bill with date showing address within district boundaries, mortgage, contract for house, guardianship documents in conjunction with residency proof for the guardian (guardianship must show that it is for reasons **OTHER** than for purposes of attending school in this district), car registration showing an address within district boundaries, property tax bill showing an address within district boundaries, unemployment compensation.

If you move during the school year, you must complete a change of address form at the student’s school office.

RIGHT TO REVIEW

As a parent/guardian of a student at Wentworth Jr. High, Wentworth Intermediate or Woodrow Wilson Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers.

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher’s college major: whether the teacher has any advanced degrees and, if so, the subject or the degrees
- Whether any teacher’s aides or similar paraprofessionals provide services to your child and, if they do, their qualifications
- If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

SCHOOL IMPROVEMENT PLANS

Calumet City School District No. 155 complies with State of Illinois mandates regarding School Improvement Plans for local school districts.

SECURITY VIDEO SURVEILLANCE

The District has security video cameras recording public areas in and around our schools. These videotapes may be used for disciplinary purposes and are considered “Education Records” with strict guidelines for use and viewing as directed by the School District Law Firm.

SEX EQUITY POLICY

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

Any student may file a sex equity complaint by using the School Uniform Grievance Procedure. A student may appeal the Board of Education’s resolution of the complaint to the Regional Superintendent of Schools and, thereafter to the State Superintendent of Education.

SEXUAL ABUSE – INSTRUCTION IN RECOGNIZING AND AVOIDING

Illinois State Law (122 27-13.2) encourages local school districts to instruct students about recognizing and avoiding child sexual abuse. However, no student is required to be present during such instruction if the parent or guardian of the pupil submits a written objection to the presence of the student during this instruction. Any objections should be filed with the principal of the building in which your child is a student.

A separate written objection should be filed for each child you may have in the school district (separate written notices help to keep records clear and accurate). If some parent objects in writing to such instruction, **THERE IS NO PENALTY** for the student, such as a reduced grade, suspension from school, etc.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee’s or District agent’s unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of a) substantially interfering with a student’s educational environment; b) creating an intimidating, hostile, or offensive educational environment; c) depriving a student of educational aid, benefits, services, or treatment; or d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Principal, or a Complaint Manager. Students may choose to report to a person of the student’s same sex. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, or Assistant Principal for appropriate action.

Nondiscrimination Coordinator:

Mr. Andrew Morgan, Principal
Wentworth Junior High School
(708) 862-0750

Complaint Managers:

Mr. James Safarik, Asst. Principal
Wentworth Jr. High School
(708) 862-0750

Mrs. Julie Hassel, Principal
Wentworth Intermediate School
(708) 868-7926

Mrs. Deborah Smith, Principal
Woodrow Wilson School
(708) 862-5166

SPECIAL EDUCATION

District No.155 is a member of the Exceptional Children Have Opportunities (ECHO) Joint Agreement. Through this organization, students with certain learning problems are placed in special classes in participating districts. These classes include: Trainable Mentally Handicapped, Hearing Handicapped, Visually Handicapped, Blind, Multiply Handicapped and Early Childhood.

The district conducts its own programs for children with learning disabilities, speech/language, developmental delay, behavior disorder, emotional disorder, and mildly mentally impaired. In addition, the district also assists parents in placement at private schools for children whose needs cannot be met in the existing school program. Special education services for children enrolled in private/parochial schools are given at the child's home school in District No.155, either Wilson or Wentworth. Any questions concerning special education should be directed to the special education director who may be reached at (708) 868-7085.

STUDENT DATA MANAGEMENT SYSTEM (I.E. POWER SCHOOL)

Power School is a web-based student management system created to help teachers manage student records. Through the parent portal of the web based student data management system (Power School), parents and students have access to their grades, as well as the e-mail address of their teachers. Parents and students have their own access code.

STUDENT DISCIPLINE

Refer to the Student Discipline Policy on the *purple pages* in this booklet.

STUDENT RECORDS

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health record, record of release of permanent information, and other basic information. The permanent record will be kept for sixty (60) years after graduation or permanent withdrawal.
2. The Student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four (4) years for destruction of out-of-date information and will be destroyed entirely within five (5) years after graduation or permanent withdrawal.
3. Parents have the right to:
 - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed .35 cents per page. This fee will be waived for those unable to afford costs.
 - b. Challenge the contents of the records, by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. Receive copies of records proposed to be destroyed. The destruction schedule is explained in section 2 above.
 - d. Inspect and challenge information proposed to be transferred to another school in the event of a move to another school district.
4. Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent.
Student records will also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
5. The following is designated as directory information and will be released to the general public, unless the parents request that any or all of such information not be released; student's name and address, grade level, birth date and place, parents' name and address, information on participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance in the school.
6. A parent may not be forced by a person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Full and complete copies of laws, rules and regulations on student records are on file with the records custodian of each school and with the superintendent of the district.

STUDENT TRANSFERS

Students leaving the district need to have their parents contact the school office **at least two (2) days prior to the official withdrawal date**. A transfer slip will be given to a pupil when leaving.

Parents should accompany their child on the date of withdrawal in order to sign a records release form so that test records and other pertinent data can be forwarded directly to the new school upon their request.

SUMMER SCHOOL POLICY

1. Daily attendance will be mandatory. Three (3) absences will constitute a dismissal
2. Three (3) tardies will equal a one day absence.
3. Busing service will **NOT** be provided for summer school students.
4. Standard uniform policy will be, i.e., a white shirt that has a collar, blue bottoms, black shoes or black sandals with socks.
5. Behavior problems will not be tolerated. Students that become a behavior problem will be dismissed from summer school.
6. In compliance with the State of Illinois and Calumet City District No. 155 policy, all students must have a current physical and up-to-date immunizations to be admitted into summer school.
7. Any child receiving medication must have their doctor's orders on file in the nurse's office.

TARDINESS

Wentworth Jr. High: Students must be in their classroom by 8:25 a.m., at 8:26 a.m. students will be considered late. Since students need to be prompt to school each day, tardiness will be addressed in the following manner:

All tardies, excused and unexcused, will be recorded by the school office. Three tardies and any thereafter will result in an after school detention. Once a student has reached 10 tardies they will be issued a 3 hour Saturday, any further tardies will result in further disciplinary action. This includes unexcused tardies to class.

TECHNOLOGY

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Responsible uses of the networked electronic access resources are activities which support learning and teaching. Electronic access to the Internet by staff and students will only be available through the Calumet City School District No. 155 computer.

Parents/Guardians may waive the use of a child's individual privilege to the Internet by sending a written letter to the building principal.

Guidelines for responsible uses:

Users are expected to abide by the generally accepted rules of electronic resources etiquette. This policy does not attempt to state all required or prescribed behavior by users; however, some specific examples are provided. These include but not limited to:

- 1.1 Users should be polite. Users should not get abusive in their messages to others.
- 1.2 Users should use appropriate language. Users should not swear, use vulgarities or any other inappropriate language.
- 1.3 Users should not reveal their personal address or phone numbers of students or faculty.
- 1.4 All communications and information accessible via the network should be assumed to be private property.

Unacceptable uses include:

- Violating the rights of others or their privacy.
- Using or posting profanity, obscenity, or language which may be offensive to another user.
- Reposing personal communications without the author's prior knowledge or consent.
- Copying commercial software in violation of copyright laws.

- Using the electronic access resource services for financial gain or for any commercial or illegal activity, activity adverse to the guidelines above.
- Deliberate attempts to degrade or disrupt this services' performance; such attempts will be viewed as criminal activity under applicable state and federal law.
- Spreading computer viruses. User must avoid spreading computer viruses. Always download files to a flash drive which must be scanned for viruses under the direction of District 155 technology coordinator before being expanded to the main system.

Vandalism will result in cancellation of privileges. Criminal or civil penalties may also be advised against the user's activity. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet or any of the above listed agencies or other networks that are connected to electronic access of resources. This includes, but is not limited to, the uploading of creation of viruses.

Security on any computer system is a high priority, especially when the system involves so many users. Users who feel they can identify a security problem on the Internet must notify a library staff member or teacher. The problem should not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Calumet City School District No. 155 makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries or service interruptions due to users negligence, errors, or omissions.

The user agrees to indemnify Calumet City School District No. 155 for any losses, cost, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this policy.

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs.

TELEPHONES

Students may be permitted to use the office telephone only in cases of illness or absolute necessity as determined by the teacher or an office secretary. Students who use the office telephone must have written permission from their teacher and the permission of office personnel. Students will not be called to the telephone nor will students be called out of class to talk with a parent or other person unless the situation is deemed as an emergency by an administrator.

Naturally, there are emergencies that arise from time to time which necessitate a message to or from a parent or the delivery of an item to a student. The school is happy to cooperate with the delivery of emergency messages (to be determined by administrator). Parents should have an understanding with their child as to what his/her plans are after school since after school arrangements are not normally considered an emergency. Wentworth Jr. High School will accept no personal deliveries for any student (i.e. flowers, cakes, cupcakes, treats, etc.) during the school day. Please take care of all affairs before coming to school. Students are not allowed to use cell phones during school hours. They are to be turned off upon arrival and locked securely in locker throughout day. The school **WILL NOT BE** responsible for lost or stolen cell phones. Any cell phones seen or heard from staff will be asked for and sent to office where a parent/guardian will be responsible for picking the cell phone up. See page 4 in the Student Discipline policy.

TRUANCY

A “truant” is a child subject to compulsory school attendance, and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence: A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student’s control as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant: A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days.

Truant minor: A child to whom supportive services, including prevention, diagnostic intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused. The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Resource Officer. The Resource Officer may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Educational Service Region of Cook County. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish information to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

UNIFORM POLICY

School uniforms are expected to fit the student appropriately, be cleaned on a regular basis, and cannot deviate from the style and or color. The school may designate special non-uniform days. Dress requirements for these days will be sent to parents in advance.

The uniform the students must wear is defined as follows:

A. Pants/Slacks

- a. Solid dark navy blue or black
- b. No more than one size larger than the waist
- c. Worn **at** the waist
- d. Belts should be worn if needed
- e. Belts will be mandatory if bagging, sagging, or dragging
- f. **No jeans, leggings, sweatpants or stretch pants of any kind**

B. Walking Shorts/Skirts/Jumpers

- a. Solid dark navy blue or black
- b. No more than one size larger than the waist
- c. Worn at the waist
- d. Belts should be worn if needed
- e. Must be no more than two inches above the knee
- f. No halter dresses
- g. No boxers, running shorts, and/or denim

C. Shirt Styles

- a. Collared, solid short or long sleeve polo style shirts in white/navy blue
- b. No logos, designs, or pictures on shirts unless school logo
- c. White button down blouses/shirts with collars are acceptable but must be buttoned
- d. Shirts must be tucked in (males only)
- e. No bare waists, midriffs, bare backs, and or low necklines permitted.
- f. Solid turtlenecks in white or navy blue are permitted under a sweater, sweater vest or fleece
- g. Only solid white, black or navy shirts may be worn under required uniform. Any and all other colors seen will be defined as “Out of uniform” and subject to consequences

D. Sweaters/Sweat Vests/ Fleece

- a. Solid colored sweaters, cardigans, sweater vests, and polar fleece pullovers in white, gray, navy blue or school pride sweat shirt.
- b. No logos, designs, or pictures unless school logo
- c. Must have uniform shirt on underneath
- d. Shirts must fit well and not be oversized
- e. No hoods permitted
- f. No jackets

E. Shoes

- a. Athletic shoes or closed toe shoes are acceptable.
- b. Athletic shoes must be worn for P.E.

F. Socks and Tights

- a. Black, white or navy socks must be worn with dress code appropriate shoes
- b. Solid tights/nylons are acceptable

G. Belts

- a. Solid black or navy
- b. Worn when needed
- c. Belts and suspenders must be worn as intended, i.e. belts buckled suspenders attached.

H. Jewelry/Accessories

- a. Students should not wear key chains that are visible.
- b. Chains by themselves or with charms, medallions, or symbols attached are prohibited.
- c. Earrings may not be worn by boys. Girls may wear earrings only in pairs, i.e. equal number of earrings on both ears, and the ears only. Excessively large earrings (i.e. hoops) can cause injury and students will be encouraged *not* to wear them. Band-Aids for the purpose of covering earrings are not allowed.
- d. Gang colors and one-sided clothing or accessories are not allowed.
- e. For health and safety, no visible body piercings allowed, i.e. nose, tongue.
- f. No visible tattoos.
- g. No smart watches

Headgear

Caps, hats and other headgear are not to be worn in the building. When worn on the school grounds outside the building, they must be in the straight position.

Uniform Expectations

Student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. Sagging pants below the waistline will be construed as immoral/obscene behavior.

Students' choice of clothing disrupts the learning environment where it may be representative or suggestive of gang affiliation or activities. The Board of Education recognizes that gangs are present in the District's community and pose a real threat to the disruption of schools. "Gang", as the term is used in this policy, is any group of two or more persons whose purposes include the commission, conspiracy or the advocacy of illegal acts. The Board of Education recognizes that clothing which is identifiable as gang-related changes frequently and is, therefore, often difficult to discern.

Students' choice of clothing also disrupts the learning environment where it unduly fosters competition among students for expensive or elaborate clothing or for unnecessarily frequent purchases of new clothing.

The Board of Education recognizes the susceptibility of school age children to peer pressure and believes that schools have an important role in teaching children to make sensible clothing decisions, regardless of fashion, and to respect each other without regard to personal attire.

Because the Board of Education has determined that the educational process is likely to be disrupted due to student attire, students shall wear uniforms while in attendance at school or school-related functions. In addition, in those situations where uniforms are not required, students must at all times wear appropriate clothing while they are at school or school-related functions.

The Board of Education does not intend to censor students' thoughts, expressions of opinion or ideas. Other forms of expression are available to Calumet City students. The intention of the Board of Education is to prohibit substantial interference with or material disruption to the education process. The Board finds that this Dress Code and Uniform Policy is necessary to maintain the orderly process of the school functions and to prevent the endangerment of student health or safety. For consequences for violation of uniform policy, see Page 5 in the Student Discipline Policy.

Uniform Exceptions

Uniforms need not be worn at extracurricular athletic, academic, dramatic, or musical events or ceremonies after school hours unless required by the staff member supervising the event. Other appropriate clothing requirements may be made for such events by faculty sponsors with the approval of the Superintendent of Schools.

The Board of Education finds that whenever a student's religious beliefs or health needs are reasonably believed to require any deviation from the uniform or dress code policy, accommodations may be made provided that the student's parents shall consult with the student's Building Principal.

The Principal shall determine whether a genuine conflict exists between the uniform requirements and a central tenet of the student's religious beliefs or health needs and what accommodation, if any, should be made for the student.

Any exception to the uniform requirements recommended by the Principal based upon a student's religious beliefs or health needs shall be submitted to the Superintendent for approval.

The Superintendent shall also consider requests for assistance for compliance with this policy and shall adopt reasonable criteria and procedures to further this purpose.

UNIFORMS FOR GYM (Grades 6-8)

Ash gray gym shirt and black gym shorts will be available at registration. Be sure student's name is on all articles. Students are responsible for bringing their own combination lock for the gym locker room. No key locks. **NON-MARKING WHITE GYM SHOES ARE REQUIRED FOR PE CLASSES AT ALL GRADE LEVELS.**

VISITOR REGULATIONS AND PARENT SCHOOL VISITATION RIGHTS

All visitors must register in the school office by signing in and providing either a valid driver's license or state id and obtain a visitor's pass. This pass must be worn and visible during your entire visit. According to state law, at no time are visitors allowed in the building without registering in the office. Individuals in the school building without permission and/or visitor's pass are subject to arrest and prosecution. The displaying or imitating of gang sign, symbols or gestures by anyone including visitors, is forbidden. All hats are to be removed before entering the building.

Arrangements for parent-teacher conferences and/or classroom visitations should be made at least **24 hours in advance**. Scheduled meetings must be arranged with classroom teacher. A pre-conference with the appropriate teacher should be held prior to any classroom visitations.

WALKING THE STREETS (Calumet City Code)

Sec. 17-179. (b) Where sidewalks are provided it shall be unlawful for any pedestrian to walk along and upon an adjacent roadway except at a crosswalk. (State law reference B Similar provisions, Ill. Rev. Stat. Ch. 952,' 11-1007).

Sec. 17-191. **Parental responsibility.** The parent of any child and the guardian of any ward shall not authorize or knowingly permit any such child to violate any of the provisions of this article.

Sec. 17-192. **Applicability of traffic ordinances.** Every person riding a bicycle upon a roadway shall be subject to the provisions of the traffic ordinances of the city. (Procedures provided by the Calumet City Police Department).

Calumet City School District No. 155

CALENDAR FOR THE YEAR 2019-2020 SCHOOL YEAR

Regular Attendance Hours

<u>Pre-K, Early Childhood, Kindergarten</u> Morning Session 8:30 a.m. to 11:20 a.m. Afternoon Session 12:20 p.m. to 3:10 p.m.	<u>Woodrow Wilson</u> Grades 1 and 2 8:30 a.m. to 3:10 p.m.	<u>Wentworth Intermediate</u> Grades 3-5 8:20 a.m. to 3:00 p.m.	<u>Wentworth Jr. High</u> Grades 6-8 8:20 a.m. to 3:00 p.m.
---	---	---	---

August	08-19-19 08-20-19 08-21-19 08-21-19 08-27-19 08-28-19 08-29-19	Teacher Institute- No Classes Teacher Institute- No Classes First Day of School- Full Day(All Registered New and Returning Students) 08-21-19 thru 08-23-19 3-5 year old screening Open House at Wentworth Intermediate - 6:00 p.m. Open House at Wentworth Jr. High - 6:00 p.m. Open House at Woodrow Wilson - 6:00 p.m.
September	09-02-19 09-03-19 09-11-19 09-27-19	Labor Day- No Classes* Pre-K Orientation for New Students School Improvement Day- Student Dismissal at 1:00 p.m.; a.m. attendance only Progress Reports- Grades K - 8th
October	10-09-19 10-14-19 10-22-19	School Improvement Day- Student Dismissal at 1:00 p.m.; p.m. attendance only Columbus Day- No Classes* Picture Day- Pre-K thru 7th Grade
November	11-08-19 11-21-19 11-26-19 11-27-19 11-28-19	End of 1st Trimester Parent Teacher Conference 12:15 p.m. thru 7:00 p.m.- No Classes School Improvement Day- Student Dismissal at 1:00 p.m.; a.m. attendance only Thanksgiving Recess- No Classes 11-27-19 thru 11-29-19 Thanksgiving Day- No Classes*
December	12-02-19 12-06-19 12-11-19 12-23-19	Classes Resume Yearbook/Candid Photos School Improvement Day- Student Dismissal at 1:00 p.m.; p.m. attendance only Holiday Recess Begins- No Classes 12-23-19 thru 01-03-19
January	01-06-20 01-10-20 01-10-20 01-15-20 01-20-20	Classes Resume Progress Reports- Grades K - 8th Picture Day Retakes- 8th Grade Absentee/Retakes School Improvement Day- Student Dismissal at 1:00 p.m.; a.m. attendance only Martin Luther King's Birthday- No Classes*
February	02-12-20 02-17-20 02-21-20	School Improvement Day- Student Dismissal at 1:00 p.m.; p.m. attendance only President's Day- No Classes* End of 2nd Trimester
March	03-02-20 03-06-20 03-11-20	Casimir Pulaski Day- No Classes* Parent Teacher Conference 8:15 a.m. thru 3:00 p.m.- No Classes School Improvement Day- Student Dismissal at 1:00 p.m.; a.m. attendance only
April	04-01-20 04-09-20 04-10-20 04-13-20 04-20-20	School Improvement Day- Student Dismissal at 1:00 p.m.; p.m. attendance only Progress Reports- Grades K - 8th Good Friday- No Classes* Spring Recess- No Classes 04-13-20 thru 04-17-20 Classes Resume
May	05-06-20 05-25-20 05-27-20	School Improvement Day- Student Dismissal at 1:00 p.m.; a.m. attendance only Memorial Day- No Classes* 8th Grade Graduation- 7:00 p.m at Thorton Fractional North High School
June	06-05-20	Last Day of School- FULL DAY ATTENDANCE

End of 3rd Trimester - Last Day of School ** for K-7 Grades - FULL DAY - Report Cards

GRADING PERIODS

First Trimester August 21 - November 08
Second Trimester November 11 - February 21
Third Trimester February 24 - May 29

* STATE OF ILLINOIS MANDATED LEGAL SCHOOL HOLIDAYS

** By action of the Board of Education of School District No. 155, five (5) emergency days can be abated shortening the school year to May 29, 2020

Calumet City School District No. 155

**Student Discipline
Policy**

2019-2020

RIGHTS OF ALL CALUMET CITY SCHOOL DISTRICT NO. 155
COMMUNITY MEMBERS*

We will demonstrate mutual respect towards all

Be able to express feelings respectfully

Be able to contribute to problem solving

- Offer information to resolve problem
- Explain position
- Be able to ask questions
- Be able to discuss concerns individually

**EVERYONE WILL BE TREATED EQUALLY REGARDLESS OF
RACE, RELIGION, GENDER, OR ECONOMIC BACKGROUND.**

WE WILL NOT PRE-JUDGE OR LABEL ANYONE.

*** Students, teachers, administrators, parents, and all district employees**

STUDENT DISCIPLINE POLICY INDEX

Arrival.....	2
Bus Conduct	2
Care of School Property.....	1
Definitions	3, 4
Delegation of Authority.....	9, 10
Detentions.....	10
Disciplinary Measures.....	8, 9
Due Process, Suspension and Expulsion	10, 11, 12, 13
General Conduct Policies	4, 5, 6
Lunchroom and Playground Rules.....	2
Miscellaneous	16
Policy Review.....	16
Publication and Dissemination of Policy	16
Pupil Conduct.....	1
Responsibilities of Students	1
Savings Provision	16
Senate Bill 100.....	7
Special Education Expulsion Procedures	14, 15
Special Education General Procedures	13, 14
Special Education Suspension Procedures	14
Technology Information	25, 26
Wentworth Intermediate TIER Levels	20
Wentworth Intermediate TIER System.....	19
Wentworth Jr. High TIER Levels	24
Wentworth Jr. High TIER System	21, 22, 23
Wilson Student Expectations	17
Wilson TIER System	18

CALUMET CITY SCHOOL DISTRICT NO. 155

STUDENT DISCIPLINE POLICY

Pupil Conduct

One of the most important lessons education should help nurture is self-discipline. Discipline underlies the whole educational structure; it is training that develops self-control, character, orderliness and efficiency. Discipline is the key to good conduct and proper consideration for other people.

Responsibilities of Students

As citizens of the United States, students are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers and administrators have a responsibility – indeed, a duty – to protect rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing rights of the individual with rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers
2. To respect rights and individuality of other students, school administrators and teachers
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression
4. To dress in uniform and groom in a manner that meets reasonable standards of health, cleanliness and safety
5. To be punctual and present in the regular or assigned school program, to the best of one's ability
6. To refrain from disobedience or misconduct or behavior that materially and substantially disrupts the educational process
7. To maintain the best possible level of academic achievement
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in school and at school sponsored activities

Care of School Property

Students are responsible for the proper care of all textbooks, library books, school issued locks, supplies and furniture provided by the school. Fees will be assessed for all of the above.

Students who disfigure property, or cause damage to school property or equipment, will be required to pay for the damages. Lost textbooks are also the responsibility of the student and are to be paid for in the school office.

Arrivals

After arriving at school in the morning all students will remain on the playground, until the first bell rings. **Students should not arrive at school more than ten minutes before the start of their school day.**

Playground supervision is not available before that time.

All students must get on and off at their regular bus stops unless they have written permission from the principal to change. Parents should send a note requesting the change. When students arrive at the bus stop, they are to remain orderly until the bus arrives.

Lunchroom and Playground Rules

1. Conversations must be kept at a reasonable level.
2. Throwing food, paper, etc. is not permitted.
3. Food may not be taken out of the lunchroom.
4. All students are responsible for cleaning their own eating areas.
5. Keep hands, feet, and all other objects to yourself.
6. Students are to remain in their assigned areas during the lunch period.
7. No glass containers are allowed for safety reasons.
8. Use of hardballs on the playground is not allowed.
9. Students are to follow all rules as explained to them by outdoor supervisors. Students are not permitted to throw snowballs or engage in dangerous activities and games.
10. Specific rules may govern these matters according to the needs of each school.

Bus Conduct

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. prohibited student conduct as defined in the Student Discipline policy,
2. willful injury or threat of injury to a bus driver or another rider,
3. willful and/or repeated defacement of the bus,
4. repeated use of profanity,
5. repeated willful disobedience of the bus driver's directives, and
6. such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Consequences: 5 days, 10 days, off the bus.

Procedure

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Definitions

1. **Detention** is the keeping of a student before or after regular school for a reasonable period of time.
2. **Probation** is a conditioned enrollment in school, or a particular school activity or class, for a restricted period of time.

A student is placed on “probation” when detentions have not been effective in altering negative behavior, or when behavior warrants more severe disciplinary actions but is not serious enough to warrant in-school adjustment or out-of-school suspension.

A student on probationary status is subject to the following:

- a) Length of the probationary period will be determined by the principal. It may be as little as one (1) week or as long as (1) year.
- b) Students on probation may not:
 - 1) attend any extra-curricular activities, either on or off school grounds, including, but not limited to athletic contests, play, dances,
 - 2) be in or on school premises at times other than regular school hours, and
 - 3) continue or begin membership in any extra-curricular teams or clubs.
 - i. All athletic teams.
 - ii. Club membership may continue but inclusion in any activity taking place out-of-school time will be denied.

Students will be placed on probation for a definite period of time. At the conclusion of that period, the probation will be reviewed. The principal will either take the student off the probation at that time or extend the period.

Students found guilty of “breaking” probation are subject to immediate in-school or out-of-school suspension.

3. **In-School Adjustment** is a temporary exclusion of a student from a class or classes, with an opportunity to make up missed class work for credit.
4. **Suspension** is a temporary exclusion of a student from school, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) school days. During such a suspension, a student is not allowed on District property or to attend District events and activities. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.
5. **Expulsion** is the exclusion of a student from school for a period of time greater than ten (10) school days, but for no longer than two calendar years.
6. **School Personnel** includes teachers, administrators, school board members, school bus drivers, authorized volunteers and all other school district employees.
7. **Gross Disobedience or Misconduct** is any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonably lead school authorities to forecast, substantial injury or disruption or material interference with school activities or the rights of other students or school personnel.

Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school function. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school’s educational function.

8. **Special Education Student** is a student who has been classified as eligible for a special education program or support services pursuant to Article 14 of *The School Code*.
9. **Special Education Rules and Regulations** are the *State of Illinois' Rules and Regulations to Govern the Administration and Operation of Special Education*.
10. **The School Code** refers to the Illinois statues governing boards of education as found in Chapter 105, par. 1 *et seq.*, of the *Illinois Compiled Statutes*.
11. **Gang** as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.
12. **Weapon** as defined in this policy is any object which may be used to cause bodily harm, including, but not limited to, a weapon as defined in Section 720 ILCS5/24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, explosives, brass knuckles, billy clubs, incendiary bombs, grenades, or any look alike thereof. Items such as baseball bats, pipes, bottles, locks, sticks, pencils, pens and scissors may be considered weapons if used or attempted to be used to cause bodily harm.

General Conduct Policies

Behavior, at all times, will be such that the school environment will be conducive to continuous learning. Students who exhibit behavior which is disruptive to the educational process create the need for rules and disciplinary action. In order to reflect adult society with its rules and regulations, the following list has been developed to allow young people the full opportunity of enjoying the liberties a democracy has to offer as well as learning their responsibilities. It shall include, but is not limited to, the following types of conduct and such other conduct as may be designated from time to time by policy of the Board of Education. Any students that are placed in alternative settings, return to the home school district, and violate any of these rules are subject to consequences. Public Act 98-0129 requires that all students, when upon asked, provide log in, password, and any other account information in regards to social networking websites. Failure to comply will result in disciplinary action.

Level One

1. Lack of cooperation.
2. Shouting in the hall or classrooms or disturbing the classrooms in any way is not allowed.
3. Running is not permitted. When moving through the hallways, the right hand side of the passage should always be used.
4. The eating of candy and the chewing of gum is not allowed.
5. Students are not permitted to bring radios, CD players, iPhone watches, cell phones, miscellaneous electronic devices or other items judged to be disruptive to the school's program. **All lost or stolen property will not be the responsibility of the district.** Such material will be collected from students, placed in the office and released to parents.
6. Behavior disruptive to the education process.

Possible consequences:

- Warning
- Teacher-student conference
- Seat change
- Time out
- Classroom service time
- Parent/guardian phone call
- Teacher detention
- Parent conference
- Team conference

Level Two

1. Shooting or throwing of any object whether thought to be harmful or not, is strictly forbidden.
2. Students are not to commit any act of falsifying information, lying, forging signatures, or cheating designed to mitigate their responsibility to themselves or others.
3. Gross insubordination to school personnel.
4. Pushing, shoving, instigating a fight, intimidation, harassment, verbal profanity or physical altercation of other students.
5. Repeated incidents of misbehavior, including repeated refusal to comply with school rules.
6. Truancy, i.e. absence from school or classes without valid cause during a school day. No student shall be subject to punitive action for chronic and habitual truancy, as that term is defined in *The School Code*, unless available support services and other school resources have been provided to the student.
7. A student will be issued a Tardy Detention when he/she has been tardy for school upon his/her third tardy each semester. He/she will be given a Tardy Detention of sixty minutes for every additional time he/she is late during the school year. Each student will be given a detention notice that will state Date and Time of the detention. Failure to attend any assigned detention will result in an In-School Adjustment. If a student misses more than three assigned detentions because of tardy, he/she will be given Saturday Detention. (This last sentence pertains to students that attend Wentworth Junior High School.) ***There should be no reason for tardiness between classes; such tardiness will result in detention.***
8. Possession of matches or cigarette lighter.
9. Profanity.
10. Uniform violation

Possible consequences:

- School referral
- School detention – 1 hour (3:15 p.m. - 4:15 p.m.)
- Phone call to parent
- Administrative conference with parent
- ISA
- Saturday Detention – 3 hours (8:30 a.m. – 11:30 a.m.)

Level Three

1. Possession, use, or distribution of, or any attempt to use or distribute, any illegal or controlled substance, including tobacco which includes chewing tobacco, snuff, alcohol, drugs, look-alike drugs, improper use of over-the-counter and/or prescription drugs, or related paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had any of the above in their possession.
2. Possession, use, distribution, purchase, or sales of explosives, firearms, knives, razor blades, or any other object that can be reasonably considered, or looks like a weapon. and ammunition, projectiles, or any item that can be used with any weapon or device.
3. Profane words or gestures, verbal or physical abuse, intimidation of, or any attempt to intimidate, school personnel.
4. Fighting – repeated fighting violations will be dealt with progressive consequences.

5. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, or be pledged to become a member of any public school fraternity, sorority or secret society or gang. Involvement in gangs or gang-related activities, including display of gang symbols or paraphernalia. Engaging in any activity that constitutes an interference with school purposes or an education function or is disruptive.
6. Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including:
 - a) improper release of a school fire alarm, tampering with fire extinguishers, unnecessary 911 call,
 - b) Any improper release of a school fire alarm, tampering with fire extinguishers, unnecessary 911 call,
 - c) setting off, or attempting to set off, explosive devices on school property, or
 - d) possession, use or display of a dangerous weapon or any reasonable facsimile.
7. Theft of school property or personal property of others, will not be tolerated. Students/parents parents of student shall be required to make restitution for replacement value.
8. Intentional damage to, destruction of or any attempt to damage or destroy school property or property of school personnel or other students. Student/parents of students shall be required to make restitutions for replacement value resulting from destruction or damage to any school property, including buses.
9. Gambling, in any form is not permitted on school grounds, buses or at any school function. Gambling and/or paraphernalia (of any sort) is not permitted on school grounds, etc.
10. Any other acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
11. Immoral conduct and conduct that could endanger the safety of students and/or employees.
12. Repeated acts of gross misconduct and/or insubordination.
13. Possession and/or use of lasers, tazer/stun guns, pepper/mace spray or other chemical agents are not allowed.
14. See Bullying Policy on page 7 in the white pages.
15. See Sexual Harassment Policy on page 22 in the white pages.
16. Possession, use or distribution of, or any attempt to distribute any pornography, (ie: electronically and/or printed) is unacceptable.
17. Any form of extortion is deemed unacceptable.

Possible consequences:

- Restitution
- O.S.S. – one to ten days regular student attendance days at the discretion of administration – All assignments are to be picked up and completed during O.S.S.
- Pre-expulsion contract
- Expulsion
- Police Notification/Action

SENATE BILL 100

- A. Out of School Suspensions for three days or less.
 - 1. May be used only if the students continuing presence in school would pose
 - a. A threat to school safety OR
 - b. A disruption to students learning opportunities
 - 2. Either of the above shall be determined on a case by case basis by the school board or administrator.
- B. Out of school suspensions for four or more days, expulsions, and disciplinary removals to alternative schools
 - 1. May be used only if:
 - a. Other appropriate and available behavioral and disciplinary interventions have been exhausted: AND
 - b. Students continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the community; OR
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - 2. Whether a student's continuing presence in school would pose a "threat to the safety of other students, staff, or members of the school community" or "substantially disrupt, impede, or interfere with the operation of the school shall be determined on a case-by-case basis by school officials.
 - 3. The determination of whether "appropriate and available behavioral and disciplinary interventions have been exhausted shall be made by school officials."
 - 4. School officials "shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent practicable."

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- 1. on, or within sight of, school grounds before, during, or after school hours and at any other time when the school is being used by a school group,
- 2. off school grounds at a school activity, function, or event,
- 3. traveling to or from school or a school activity, function or event, or
- 4. anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Disciplinary Measures

1. Teachers may detain any student for work not completed or for misconduct. One day prior notice will be given to the student. Parents are expected to provide means of transportation upon advance notice of detention. Teachers may also remove disruptive students from the classroom to a supervised area.
2. Students committing acts of disobedience or misconduct may be placed on probation, detained during non-school hours, suspended in-school, suspended from school up to ten days, suspended from riding the school bus, expelled from school or otherwise disciplined.
3. Authorized personnel may place on probation, detain after school, or otherwise discipline a student. The superintendent, principal, assistant principal, dean or designee are authorized to suspend a student from school or riding the school bus or place a student on in-school suspension. Only the Board of Education may expel a student. Teachers may temporarily remove disruptive students from the classroom with documentation.
4. **Prior to removing any student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable efforts to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being remove from school or the school bus.**
5. Teachers are encouraged to avoid mass punishments by making a reasonable and prudent attempt to determine the identity of the student(s) responsible for any unacceptable behavior.
6. Personal counseling.
7. Withholding privileges.
8. Seizure of contraband.
9. Expulsion from school and all school-sponsored events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed.
10. Notification of parent(s)/guardian(s).
11. Detention or Saturday detention school, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or a designee. If a student misses/tardy and/or are out of uniform for a Saturday detention, it will be counted as a *NO SHOW* and a student will be suspended for one (1) full day the following week of school.
12. Letter grade reduction if appropriate.
13. School service time.
14. Restitution.
15. Referral to the appropriate law enforcement and/or juvenile court officials.
16. Students may or may not be granted permission to participate in the graduation ceremony based upon discipline or academics.
17. When a student returns from an out of school suspension, expulsion, or alternative setting, they must meet with administration before going on to class. If the student is fighting, they must complete a peer mediation supervised by the school social worker.
18. Students who are suspended from school will have the opportunity to make up work for equivalent academic credit.
19. Students who are suspended out-of-school for longer than four school days must be provided appropriate and available support services (determined by school authorities) during the period of suspension.

In compliance with The School Code, corporal punishment is not used in Calumet City School District No. 155. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Any student, who uses, possesses, distributes, purchases, or sells an **explosive, firearm, knife**, or any other object that can reasonably be considered, or looks like a **weapon** may be expelled for a definite time period of at least one calendar year, but no more than two calendar years. The Board of Education, however, may modify the expulsion period on a case-by-case basis. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

To maintain an orderly environment, disciplinary actions are normally, but not always used in the following sequence:

- 1) The teacher will issue a warning to the student.**
- 2) The teacher will telephone the parent/guardian of the student for repeated infractions of classroom rules.**
- 3) The teacher will issue a teacher detention or referral for the third infraction of classroom rules.**
- 4) The teacher will schedule a conference with the parent (and notify a building administrator to attend if necessary) to discuss the student's behavior.**
- 5) The student will face additional disciplinary action for continuous infraction of the school rules, i.e. Saturday Detention, ISA, OSS, expulsion, police action.**

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for up to two calendar years.

- I.S.A.*** - Refers to **IN-SCHOOL ADJUSTMENT**
- O.S.S.** - Refers to **OUT-OF-SCHOOL SUSPENSION**
- POLICE ACTION**** - The police will be contacted at the discretion of the Assistant Principal, except in cases involving restricted commodities when they will be contacted automatically.

NOTE:

WHEN A STUDENT RECEIVES A SUSPENSION FROM SCHOOL, THAT STUDENT IS AUTOMATICALLY ELIMINATED FROM ALL SCHOOL ACTIVITIES DURING THE SUSPENSION, BOTH AS A SPECTATOR AND PARTICIPANT, AND MAY BE RESTRICTED FROM SCHOOL ACTIVITIES FOR A LONGER PERIOD OF TIME. A STUDENT ON SUSPENSION IS NOT ALLOWED ON SCHOOL GROUNDS FOR THAT SUSPENSION PERIOD.

Detentions

Students may be issued a detention for acts of serious misconduct or continued misbehavior in classrooms, hallways, buses, and other areas of the building. Parent notification will be made for all detentions.

Detention progression:

- 1st detention – 60 minutes
- 2nd detention – 60 minutes
- 3rd detention – 60 minutes (Parent letter)
- 4th detention – 3 hour Saturday
- 5th detention – 3 hour Saturday (Parent conference)
- 6th detention – 3 hour Saturday
- 7th detention – 1 day ISA placement (Parent letter)
- 8th detention – 1 day ISA placement
- 9th detention – 1 day ISA placement (Parent conference)
- 10th detention – Parent Conference with Administration and District Special Services

Due Process, Suspension and Expulsion

When a student commits acts of gross disobedience or misconduct, the rights to an education may be temporarily forfeited.

1. Pre-Suspension Conference
 - a) The authorized administrator shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
 - b) Prior to a pre-suspension conference, the authorized administrator shall ascertain whether the student is a special education student. If so, the authorized administrator must also follow procedures set forth in Section 9.
 - c) The student shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall also be afforded an opportunity to respond.
 - d) The authorized administrator, after following the above pre-suspension procedures, may then determine whether to suspend the student in accordance with the notification requirements set forth below.

- e) When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be temporarily removed from school without holding a pre-suspension conference as set forth above. In such event, a written notice will be sent by mail to the parents. The notice shall request the student and the parents or guardians to attend a post-suspension conference as soon as practicable after the notice is received. Failure to attend the scheduled conference shall constitute a waiver of such conference. Regardless of the student's attendance at the post-suspension conference, the parents shall be advised by written notice of any subsequent disciplinary decision.

2. Suspension Notification

- a) If the pre-suspension or post-suspension conference results in a decision to suspend, the parents of the student shall be advised immediately of the decision by written notice sent by mail.
- b) The notice to the parents shall include:
 - 1) a statement of the reasons for the suspension, including any school rule which has been violated,
 - 2) the dates and duration of the suspension,
 - 3) a statement that the parents/guardians have a right to request a review of the suspension by the Board of Education through its hearing officer,
 - 4) a statement that the failure to request such review within five (5) days after receipt of the notice, or eight (8) days after date of the mailing, whichever is earlier, shall be deemed a waiver of the right to a review hearing with the board, and
 - 5) notification of the right to be represented at the suspension review hearing by an attorney or other representative.
- c) A request to review the suspension may be oral or in writing, directed to the superintendent's office. Oral notification shall be confirmed in writing by a letter to the parents. If a request for review of the suspension is timely made, the parents of the suspended student shall be given written notification of the time and place.
- d) The superintendent shall be notified of student suspensions by the authorized administrator, who shall forward a copy of the parental notice of suspension to the superintendent.

3. Expulsion Procedures

- a) Prior to any recommendation for expulsion, the authorized administrator shall ascertain whether the student is a special education student. If so, then the procedures set forth in section 9 must be followed.
- b) Expulsion notification
 - 1) The authorized administrator shall send a letter by certified mail, return receipt requested, to the parents of the student notifying them of the expulsion hearing.
 - 2) The expulsion notice to the parent shall include:
 - i. a statement of the reasons for the proposed expulsion, including any school rule which has been violated,
 - ii. the potential maximum duration of the expulsion
 - iii. the time and place of the expulsion hearing,
 - iv. a statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative, and
 - v. a copy of the expulsion hearing procedures.

4. General Procedures for Suspension Review/Expulsion Hearings

a) Hearing structure

- 1) A suspension review or expulsion hearing shall be conducted by the Hearing Officer.
- 2) After reviewing the written report of the Hearing Officer, the board may take such action after the hearing as it deems appropriate, including affirming or over-ruling the suspension or proposed expulsion, or conditioning re-entry of the student to school
- 3) If the board finds that a suspension or expulsion was unjustified, the student's records may be expunged of all notations regarding the suspension or proposed expulsion and any related student absence for disciplinary reasons shall be marked "excused". The student may be afforded an opportunity to make up lost educational opportunities including, but not limited to, tests and other class work.
- 4) The decision of the board shall be final.
- 5) Written notification of the board's decision with respect to the suspension review or expulsion hearing shall be mailed to the parents. An expulsion may be effective immediately or as specified by the board.

b) Hearing Procedures

- 1) The student may attend the hearing with his parents and may be represented by an attorney or other representative. If the parents or student does not attend, but the authorized administrator has proof of notice given and received, the Hearing Officer may choose to proceed with or reschedule the hearing.
- 2) The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
- 3) The Hearing Officer may determine and make findings on the following two (2) issues at the hearing:
 - i. The validity of the charges of gross disobedience or misconduct.
 - ii. The Hearing Officer may make a recommendation regarding the appropriate discipline/consequences. The Hearing Officer shall include such findings in his report to the Board of Education.
- 4) If the student is a special education student; or asserts during a hearing that he may be a special education student, the board must also follow the procedures set forth in Section 9.
- 5) The hearing shall be conducted as follows:
 - i. At the commencement of the hearing, either party may request the exclusion of witnesses during the testimony of another witness.
 - ii. The authorized administrator and the student may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate discipline.
 - iii. The authorized administrator shall first present this evidence, including proof of compliance with Section 9 of this policy, if applicable. The student may cross examine all witnesses in attendance and review any written evidence presented by the authorized administrator.
 - iv. The student may then present evidence to refute the charges. The authorized administrator may cross examine all witnesses in attendance and review any written evidence presented by the student. The Hearing Officer may, at any time, direct questions to the parties or their witnesses.
 - v. The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.

- 6) The Hearing Officer may receive all relevant oral or written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues.
 - i. In his discretion, the authorized administrator need not present his witness at the hearing, but may present as evidence a written summary prepared by the absent witness of his testimony. The summary may include the reason for the witness' absence and a statement verifying that the contents of the summary are true.
 - ii. The Hearing Officer shall not consider the student's academic or disciplinary records in determining the validity of the charges of gross disobedience or misconduct. The Hearing Officer may review a student's records, however, in determining his recommendation regarding the appropriate discipline.
 - 7) The decision of the Hearing Officer will be reviewed by the Board of Education at the next scheduled Board of Education meeting, Executive Session. The Board will vote on the validity of the charges and appropriate disciplinary measures if charges are to be upheld.
5. Lesser Disciplinary Measures
 Detention, probation, removal from the classroom or other disciplinary measures may be imposed for student disobedience or misconduct warranting lesser penalties.
- a) Students shall be notified of the rules, as established by the principal and classroom teacher, which will lead to imposition of lesser disciplinary measures if violated.
 - b) Students shall have no right of review by the Board of Education for the imposition of the lesser disciplinary measures of this policy.
6. The basic differences in suspension and expulsion are as follows:
- a) A suspension is, for a period of time, not to exceed ten (10) school days; an expulsion is for a period not to exceed two (2) years.
 - b) The assistant principal, the dean, the principal, or the district superintendent may suspend a student; only the local board of education may expel a student.
 - c) A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.

Special Education General Procedures

1. The District shall comply with the provisions of the Individuals with Disabilities Education Act ("IDEA") when disciplining students.
2. No special education student will be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his disability may be expelled pursuant to Expulsion Procedures, except that such disabled student shall receive educational services provided in the IDEA.
3. A special education student may be suspended for aggregate of ten (10) days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his/her disabling condition.
4. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the exclusion is warranted because maintaining the student in his/her current placement is substantially likely to result in injury to himself/herself or others.
5. A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his/her current placement and placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

Special Education Suspension Procedures

1. All suspension notices and suspension review procedures set forth under Suspension Procedures must be followed in suspending a special education student. In addition, a special education student who is suspended from school shall receive educational services in accordance with the IDEA.
2. The parents/guardian shall be informed in writing that they may request a case study evaluation or a due process hearing pursuant to the Special Education Rules and Regulations and the procedural safeguards of the IDEA.
3. No later than ten (10) school days after the decision to suspend the student is made, the District shall convene a meeting to review the relationship between the student's disability and the behavior subject to the disciplinary action, in accordance with the provisions described in Paragraphs 2-4 below. In addition to reviewing whether the conduct is a manifestation of the student's disability, the team shall also review and, if appropriate, modify the student's behavior modification plan. If there is no behavior management plan in place, the District shall develop an assessment plan to address the behavior.

Special Education Expulsion Procedures

1. Prior to making a recommendation to expel a special education student, the authorized administrator will convene a Manifestation Review Conference to determine whether the student's act of gross disobedience/misconduct is a manifestation of his/her disability.
2. At the manifestation determination review, the Manifestation Review Conference Team shall include the members of the student's IEP team and other qualified personnel, including, but not limited to, the authorized administrator familiar with the act of misconduct.
3. In carrying out the manifestation determination review, the team shall consider, in terms of the behavior subject to the disciplinary action, all relevant information including:
 - a. evaluation and diagnostic results, including relevant information supplied by the parents,
 - b. observations of the student, and
 - c. the student's IEP and placement.
4. The team shall make the following determinations regarding whether the student's conduct was a manifestation of his/her disability:
 - a. whether, in relationship to the behavior subject to the disciplinary action, the student's IEP and placement were appropriate and whether the special education, supplementary aids and services and behavior intervention strategies were provided consistent with the student's IEP and placement,
 - b. whether the student's disability did or did not impair the ability of the student to understand the impact and consequences of the behavior subject to the disciplinary action, and
 - c. whether the student's disability did or did not impair the ability of the student to control the behavior subject to the disciplinary action.
5. If, at the manifestation review conference, it is determined that the behavior of the student was a manifestation of his/her disability, the authorized administrator will not recommend expulsion. The authorized administrator may request a review of the appropriateness of the educational placement of the student in accordance with the Special Education Rules and Regulations. During the period necessary to propose a new placement, the student will remain in his/her then current placement unless:
 - a. the student has not previously been suspended for a period exceeding ten (10) school days during the same school year, in which case the student may be suspended for a maximum of ten (10) school days less such previous suspension(s),
 - b. parents and school district agreed on an interim placement, or

- c. the school district obtains an order from a court of competent jurisdiction or a State of Illinois hearing officer changing the then current placement or providing for other appropriate relief.
6. If, at the manifestation review conference, it is determined that the behavior of the student was not a manifestation of his/her disability, the authorized administrator may recommend expulsion to the Board. The expulsion notice to the parents/guardian sent pursuant to Expulsion Notification under EXPULSION PROCEDURES, page 14, will also include three (3) additional statements that:
 - a. The parents/guardian is entitled to all rights provided under the IDEA and those set forth in the Special Education Rules and Regulations, as available to the parents/guardian from the School District.
A copy of parents' rights shall be included with the notice of the expulsion hearing.
 - b. In addition to issues regularly determined at an expulsion hearing, the authorized administrator must present evidence that the manifestation review team met and concluded that the student's misconduct was not a manifestation of his/her disability which shall be duly noted by the Board of Education.
 - c. The administration shall ensure that relevant special education and disciplinary records of the student are transmitted for consideration by the Board of Education.
7. If a special education student is expelled from school in accordance with the procedures set forth above, the District shall convene an IEP meeting to develop an educational program to deliver educational services to the student during such period of expulsion.

Miscellaneous

The board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written ten (10) days' notice of the violation is given such person and a hearing held thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offence at school events.

The teacher and other certificated educational employees shall stand in "*Loco Parentis*" as established by *The School Code* Section 24-24.

"Teachers and other certificated educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."

Publication and Dissemination of Policy

Copies of the Student Discipline Policy shall be furnished to the parents or guardians of each student no later than fifteen (15) days after the beginning of the school year, or within fifteen (15) days after a transfer student begins classes in the district. The students in each school in the district shall be informed of the contents of the policy.

Policy Review

The Board of Education authorizes and directs the administration to annually convene a parent/teacher student discipline advisory committee to review the present policy and propose any change it deems necessary to the board for its consideration.

Savings Provision

In the event that any provision of this Discipline Policy is or shall, at any time, be held to be contrary to law in the State of Illinois or the United States or by a court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, all other provisions of this policy shall continue in effect.

WOODROW WILSON SCHOOLWIDE

STUDENT EXPECTATIONS 2019-20

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

KEEP YOUR HANDS, FEET AND OBJECTS TO YOURSELF

HALLWAY

Move quickly, quietly, and safely with First Class Arms

LUNCH LINE

Stay in your space in line

Keep your hand, feet and objects to yourself

Pay attention

Be prepared to make choices

Listen to the supervisors and follow the directions of all adults

LUNCHROOM

Listen to and respect lunch supervisors

Walk at all times

Keep your hands, feet, and objects to yourself

Sit and eat properly

Clean up after yourself

Food is for eating *only*

Eat first (all students quiet)

Use an inside restaurant voice and manners during talk time

BUS

Listen to the Bus Driver

Stay in your seat and sit back to back

Keep your hands, feet and objects to yourself

All items stay in your book bag

No eating or drinking on the bus

Use whisper voices

CHARACTER COUNTS

Respect * Responsibility * Trustworthiness * Fairness * Caring * Citizenship

WE ARE FIRST CLASS CITIZENS!

WOODROW WILSON ELEMENTARY SCHOOL

Calumet City School District 155

560 Wentworth Avenue

Calumet City, IL 60409

Phone: 708-862-5166 Fax: 708-868-7086

Deborah Smith, Principal

Woodrow Wilson Tier System

Students will move up or down on the tiers based on their demonstrated levels of Respect, Responsibility, and Safety. Students will change their cards for behaviors not demonstrating behaviors reflecting the expectations of the Wilson Elementary School Staff. At the end of each week, student levels will be determined and sent home for parent signatures. Students on Tier 1 and Tier 0 are not allowed to attend field trips.

Movement on the Tier System is as follows:

<u># of days present</u>	<u># of green lights</u>	<u>Result</u>
1	1	Stay same
	0	Go down 1 Tier
2	2	Go up 1 Tier
	1	Stay same
	0	Go down 1 Tier
3	3	Go up 1 Tier
	2	Stay same
	1 or 0	Go down 1 Tier
4	4	Go up 1 Tier
	3 or 2	Stay same
	1 or 0	Go down 1 Tier
5	5	Go up 1 Tier
	4 or 3	Stay same
	2,1 or 0	Go down 1 Tier
I.S.A. (In School Adjustment)		Go down 1 Tier
O.S.S. (Out of School Suspension)		Go down 2 Tiers

WENTWORTH INTERMEDIATE TIER SYSTEM

The purpose of the Wilson and Wentworth Intermediate Tier System is to provide students with an evaluation of their behavior at school. The Tier System supports the concept that students become responsible for their actions. The more responsibly and appropriately a student performs, the more privileges are awarded.

Students in grades 3, 4 and 5 will keep their evaluation sheets. Students in grades 1 and 2 will have their evaluation sheets remain in their classroom unless the students meet in another classroom throughout the course of the day. At these times, students in grades 1 and 2 will keep the Tier sheets with them. The evaluation sheets are collected each Friday so that the students' Tier Level may be determined.

The students will be evaluated in the following areas:

- Behavior in physical education class
- Behavior in music class
- Behavior in lunch room
- Behavior in hallway
- Behavior on playground
- Behavior in classroom
- Behavior in general area (e.g., before school or after school)
- Behavior in washroom
- Behavior in library

Level Assignment and Movement

All students will begin the school year at the entry level (2). Students will move up or down based on their demonstrated level of responsibility. Students will receive a checkmark for negative behaviors. At the end of each week, students will turn in their evaluation sheets. Movement on the Tier System is as follows:

0-1 checks.....	Go up 1 level
2-3 checks.....	Stay on same level
4 checks.....	Go down 1 level
I.S.A.....	Go down 1 level
O.S.S.....	Go down 2 levels

THE WILSON TIER SYSTEM DOES NOT PRECLUDE OTHER TYPES OF DISCIPLINARY CONSEQUENCES BEING GIVEN FOR INAPPROPRIATE BEHAVIORS!!

The assignment of checks is up to the discretion of the individual teacher. The assignment of a check in an area does not preclude any disciplinary action. Consequences for inappropriate behavior or inadequate performance will be given when necessary regardless of the effect on the Tier System. The Tier System is a form of reward for responsibility. If a student is not sure what is expected of him/her, he/she should consult his/her classroom teacher for a clearer idea.

WENTWORTH INTERMEDIATE TIER LEVELS

LEVEL 3 Any student who maintains Tier 3 at the end of each grading period will earn a special incentive and will be invited to participate in an In-School activity.

LEVEL 2 Students will be allowed to participate in all regular activities.

LEVEL 1 Students will attend school. They will not be allowed to attend any school functions outside the regular classroom.

LEVEL 0 Students will attend school. They will not be allowed to attend any school functions.

*ALL students will attend educational assemblies and programs.

*Students on Tier 1 and Tier 0 are not allowed to attend field trips.

WENTWORTH JUNIOR HIGH SCHOOL

TIER SYSTEM

The purpose of the WJHS Tier System is to provide students with an up to date evaluation of their behavior in school. The more responsible and appropriately a student performs, the more privileges are awarded. Students will keep their evaluation sheets attached to their assignment books so that the parents can see if there are any behavior concerns. The evaluation sheets are collected each Thursday so the student's Tier Level can be determined.

Level Assignments

All students will begin the school year at the entry level (2). They will move up or down from there, based on their demonstrated level of responsibility.

EVALUATIONS

Evaluations will be classified as:

S= Satisfactory

U= Unsatisfactory

All students will be evaluated in the following areas:

1. Classroom behavior
2. Hallway behavior
3. Cafeteria behavior
4. Playground behavior
5. General behavior

CLASSROOM BEHAVIOR

Refers to the student's ability to follow the expectations established by the classroom teacher. In general, the students will be evaluated in the following areas:

1. Being on time for class
2. Sitting in their assigned seats
3. Respecting the rights of other students to express themselves without being interrupted
4. Being recognized by the teacher before speaking
5. Allowing the teacher to do his/her job – teach without being interrupted
6. Leaving the classroom in an orderly fashion upon the direction of the teacher

HALLWAY BEHAVIOR

Refers to the student's ability to move from one class to the next without causing problems for others in the halls. The student will be evaluated on the following:

1. Walking directly to their next class in an orderly manner
2. Not stopping in the halls to talk to friends
3. Not going to the washroom or stopping at the water fountain between classes
4. No shouting or use of inappropriate language
5. Keeping hands off of others
6. Not going to one's locker

CAFETERIA BEHAVIOR

Refers to the student's ability to demonstrate social manners and follow established rules while eating lunch with others. The students will be evaluated in the following areas during their lunch period.

1. Sitting at their assigned tables prior to hot lunches being served, while eating, and after they are finished eating.
2. No throwing of any objects.
3. Responsible for cleaning their own eating area.
4. Not leaving their assigned area unless he/she is throwing away all garbage or is asking the lunch supervisor a question.
5. Students are not allowed to visit other tables during lunch.
6. Talking will be kept at a reasonable level.

PLAYGROUND RULES

Refers to the student's ability to play with others by demonstrating acceptable social behaviors. The students will be evaluated in the following areas:

1. Keeping hands to themselves
2. Respecting the rights of all students to participate in group activities
3. Lining up in single file lines without pushing and shoving of others
4. Swearing or the use of inappropriate language
5. Intimidation of others (verbal or physical)
6. Following directions of the teachers while on the playground

GENERAL BEHAVIOR

A global category in which students are evaluated on the policies/procedures not covered elsewhere in the tier evaluations. In addition, it includes the student's attitude and treatment of others.

LEVEL MOVEMENT

There are five areas of evaluation. The areas will all be weighed evenly. Movement up and down the Tier levels will be determined by the following scale:

ALL SATISFACTORY.....	MOVE UP ONE LEVEL
ONE UNSATISFACTORY.....	REMAIN ON THE SAME LEVEL
TWO UNSATISFACTORIES.....	MOVE DOWN ONE LEVEL
THREE OR MORE UNSATISFACTORIES.....	MOVE DOWN TWO LEVELS
SATURDAY DETENTION.....	MOVE DOWN ONE LEVEL
I.S.A.....	MOVE DOWN ONE LEVEL
O.S.S.....	MOVE DOWN TWO LEVELS

This means that if a student receives a Tier evaluation of no “U’s”, he/she will receive additional privileges.

If the evaluation shows one “U”, the student will remain at the same level. If the evaluation shows two “U’s”, he/she will drop one level. If the evaluation shows three or more “U’s”, the student will drop two levels.

Students must be aware that the Tier System reflects one’s demonstrated responsibility, and if one is not demonstrating this, they may end up being dropped levels as a natural consequence for their behavior.

THIS DOES NOT PRECLUDE OTHER TYPES OF DISCIPLINARY CONSEQUENCES BEING GIVEN FOR INAPPROPRIATE BEHAVIORS!!!

CRITERIA

The assignment of Satisfactory or Unsatisfactory is up to the discretion of the individual teacher. In general, a student will be given one check in an area; upon receiving a second check, the student will receive an Unsatisfactory for that area. The assignment of an Unsatisfactory in an area does not preclude any disciplinary action. Consequences for inappropriate behavior or inadequate performance will be given when necessary, regardless of the effect on the Tier System. The Tier System is a form of reward for responsibility, and will not be used for discipline. Determination of what constitutes satisfactory performance will be made with the student’s demonstrated abilities in mind. If the student is not sure what is expected of him/her, he/she should consult their classroom teacher(s) for a clearer idea.

WENTWORTH JUNIOR HIGH

TIER LEVELS

LEVEL 3+ Any student who maintains Tier 3+ and 100% rating for two weeks at the end of each semester, grading period or time frame selected will earn a special reward.

LEVEL 3 Student will be allowed to participate in all activities including extended field trips, i.e. Eighth Grade trip to Great America.**

LEVEL 2 Student will be allowed to participate in all activities listed in Tier 3 plus dances and Interscholastic activities.*

LEVEL 1 Student will not be allowed to participate in extra-curricular activities until level moves up to level two (2).

LEVEL 0 Student will attend school during regular school hours only. He/she will not be allowed to attend any school function.

* A suspension will cause the student to be denied the right to participate in the extra-curricular activity until his/her suspension is over.

** If an eighth grade student receives a suspension at any time, he/she will not be allowed to attend the Great America Trip in the Spring.

Students may or may not be granted permission to walk across the stage for graduation. Student must demonstrate expected school behaviors on a consistent basis within the school, to attend out of building field trips.

**PERMISSABLE USE OF
CALUMET CITY SCHOOL DISTRICT NO. 155
COMPUTERS AND USE OF DISTRICT 155 MEANS OF
ACCESS TO THE INTERNET – STUDENTS**

ADMINISTRATIVE PROCEDURES

A. General Use of Calumet City School District No. 155 Computers

1. Use of District 155 computers by student shall be supervised and monitored by District 155 staff and administration. Students are only allowed access to information and data on the Internet, which is consistent with the school's pedagogical message and educational mission. Students are not authorized access to information which is inaccurate, illegal, indecent, obscene, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with District 155's educational mission or to enter or transmit such information. Students who attempt to access to or to enter or transmit prohibited information shall be given a warning by the supervising staff member and shall be directed to immediately exit from prohibited data base and/or network.
2. As a condition of being allowed access to the Internet through use of District 155 computers, students shall consent to monitoring and inspection by school staff and administration of all student use of 155 computers. Students shall not be allowed access to E-mail or chat rooms on school computers.
3. Students shall provide their passwords to the system administrator. Public Act 98-0129 requires that all students, when upon asked, provide log in, password, and any other account information in regards to social networking websites.
4. Students shall not use District 155's computer network or District 155 means of access to the Internet for any illegal activities, including, but not limited to, copyright violations and unauthorized access to or unauthorized use of databases.
5. Students shall not download software without school authorization.
6. Students shall not download personal software onto the network or Internet District 155 work product without prior approval from the Principal or his/her designee. Examples of materials constituting District 155 work product include, but are not limited to: curriculum used in District 155 programs, test or examination materials used in District 155 programs, Department Guidelines and/or Procedures, Parent/Student Handbooks, Personnel Handbooks, District 155 publications and brochures, school newspaper, school yearbook, District 155 policies and administrative regulations/procedures.

7. Because it is impracticable for District 155 to monitor District 155's computer network for improper or illegal activity at all times, students and their parents/guardians shall be solely responsible for any improper or illegal activity and/or transaction resulting from the student's use of District 155's computer network. District 155 does not condone, authorize or approve the use of District 155's computer network for any activity which is *not* related to the school curriculum, delivery of services or co-curricular activities sponsored by District 155.
8. Students shall not use District 155's computer network or District 155 means of access to the Internet for personal, financial or commercial gain.
9. Use of District 155's network and access to and use of the Internet on District 155 computers or District 155 means of access to the Internet is a privilege, not a right. Students who abuse the privilege by engaging in the conduct prohibited in these procedures shall lose the privilege by engaging in the conduct prohibited in these procedures lose the privilege and shall be denied access to the network and/or Internet.

B. Consequences of Improper or Prohibited Use of District 155 Computers or District 155 Means of Access to the Internet

Improper or prohibited use of District 155 computers or District 155 means of access to the Internet will result in discipline up to and including expulsion. Criminal conduct will be referred to law enforcement authorities.

C. Parental Contact

1. Please note that if you request that your child not be allowed access to the Internet, please notify the building principal in writing.
2. Videotaping/picture taking may be used with class projects and for our school web pages. Student work may be posted on our school web pages. If you do not want your child's work and/or picture published on the Internet, please send a written notice to the building principal.

Uniform Policy

I understand that the school uniform for District No. 155 consists of the following:

- White/navy collared shirt (tucked in for males only)
- Only solid white, black, navy, or gray shirts may be worn under required uniform. Any and all other colors seen will be defined as “Out of uniform” and subject to consequences
- Navy blue or black pants, skirt or jumper (NO MINIS - at least finger-tip length), must be worn at the waist
- Navy blue or black finger-tip length shorts during hot weather
- Navy blue or white crew neck sweater or sweatshirt
- Black shoes with black laces
- Black belt (if needed)
- White or navy socks

Book bags, backpacks, fanny packs and purses are not allowed in the classroom. If unsure about a uniform item, please call before you purchase.

****Please note that there have been several changes made in the handbook. Be sure to read the handbook thoroughly.***

***Parent/Student Handbook,
Discipline Policy,
Technology Policy, Concussion Information, and
Uniform Policy***

was received by

(Student's Name)

On

(Date)

(Parent/Guardian)