

Palombi Middle School

LAKE VILLA C.C.S.D. #41
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STUDENT HANDBOOK 2011-2012

**Our mission is to develop
caring, cooperative and confident
citizens for the world.**



This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student Number _____

Dear Students and Parents/Guardians,

Welcome to the 2011-2012 school year. We are anticipating an enjoyable, productive, and successful school year. We look forward to working with your child.

This Student Handbook ("Handbook") is provided to the students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of school. It has been structured to help promote student growth and model appropriate school government. In addition, this Handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

It is District #41's right to make and enforce policies, rules, and regulations including those for discipline (105 ILCS 5/24-24.) Our jurisdiction covers student conduct reasonably related to school or school activities, including, but not limited to: (1) on, or within sight of, school grounds before, during, or after school hours or at any other time; (2) off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school; (3) traveling to or from school or a school activity, function, or event; or (4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. In addition, each principal may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved staff members and administrators to work with the student, his/her parents/guardians, and other support personnel to help correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining a response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, and any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this Handbook. Please note that membership or participation in a school-sanctioned activity is a privilege and not a property right.

The Superintendent and the Board, with input from the Parent/Guardian-Teacher Advisory Committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. **This Handbook is expected to remain in excellent condition as are all other school issued books. The Handbook will be collected at the end of the year and will serve as your child's ticket to the end of the year picnic.** For ease of reference, policy numbers are included near relevant passages.

This Handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, and provide a summary of its current practices, procedures, rules and regulations (or code of conduct.) These practices, procedures, rules, and regulations are subject to change without prior notification and other incidents of inappropriate dress/behavior not outlined which may arise shall be addressed as deemed necessary by the school principal or designee. Board policies are available to the public at the District office and on-line at www.district41.org

Finally, please note that the parent/guardian and student must complete the enclosed **Discipline Philosophy Contract and Acknowledgement of Receipt Form**, located at the end of the Handbook.

2011/2012 SCHOOL CALENDAR

The following calendar has been adopted on February 14, 2011 by the Board of Education for the 2011/2012 school year.

August	Monday - 22 nd Tuesday - 23 rd Wednesday - 24 th	Teachers' Institute - No School First Day of Classes - Half Day - Grades 1 - 8 First Day of Classes for Early Childhood and Kindergarten
September	Monday - 5 th	Labor Day - No School
October	Friday - 7 th Monday - 10 th	Teachers' Institute - No School Columbus Day - No School
November	Friday - 11 th Friday - 18 th Monday - 21 st Tuesday - 22 nd Wednesday - 23 rd Thursday - 24 th Friday - 25 th	First Trimester Grading Period Ends Report Cards Sent Home Parent/Teacher Conferences - No School Teachers' Institute/Parent/Teacher Conferences - No School No School - Non Attendance Day Thanksgiving Day - No School No School - Non Attendance Day
December WINTER BREAK - December 23 to January 6		
January	Monday - 9 th Monday - 16 th	School Resumes Martin Luther King's Birthday - No School
February	Friday - 17 th Monday - 20 th	Teachers' Institute - No School Presidents' Day - No School
March	Friday - 2 nd Friday - 9 th Thursday - 15 th Friday - 16 th	Second Trimester Grading Period Ends Report Cards Sent Home Early Release /Evening Parent/Teacher Conferences No School - Non Attendance Day
SPRING BREAK - March 26 to March 30		
April	Friday - 6 th	No School - Non Attendance Day
May	Friday - 18 th Thursday-31 st Monday - 28 th	Half Day Teachers' Institute-Half Day of School-No Early Childhood or Kindergarten 8th Grade Graduation – Time and Location to be determined Memorial Day - No School
June	Tuesday - 5 th	Last Day of School if we do not take any emergency days: <ul style="list-style-type: none"> • Half Day of School • No Early Childhood or Kindergarten Classes • Third Trimester Grading Period Ends • Report Cards Sent Home

The calendar will include an early release day every Friday throughout the school year.

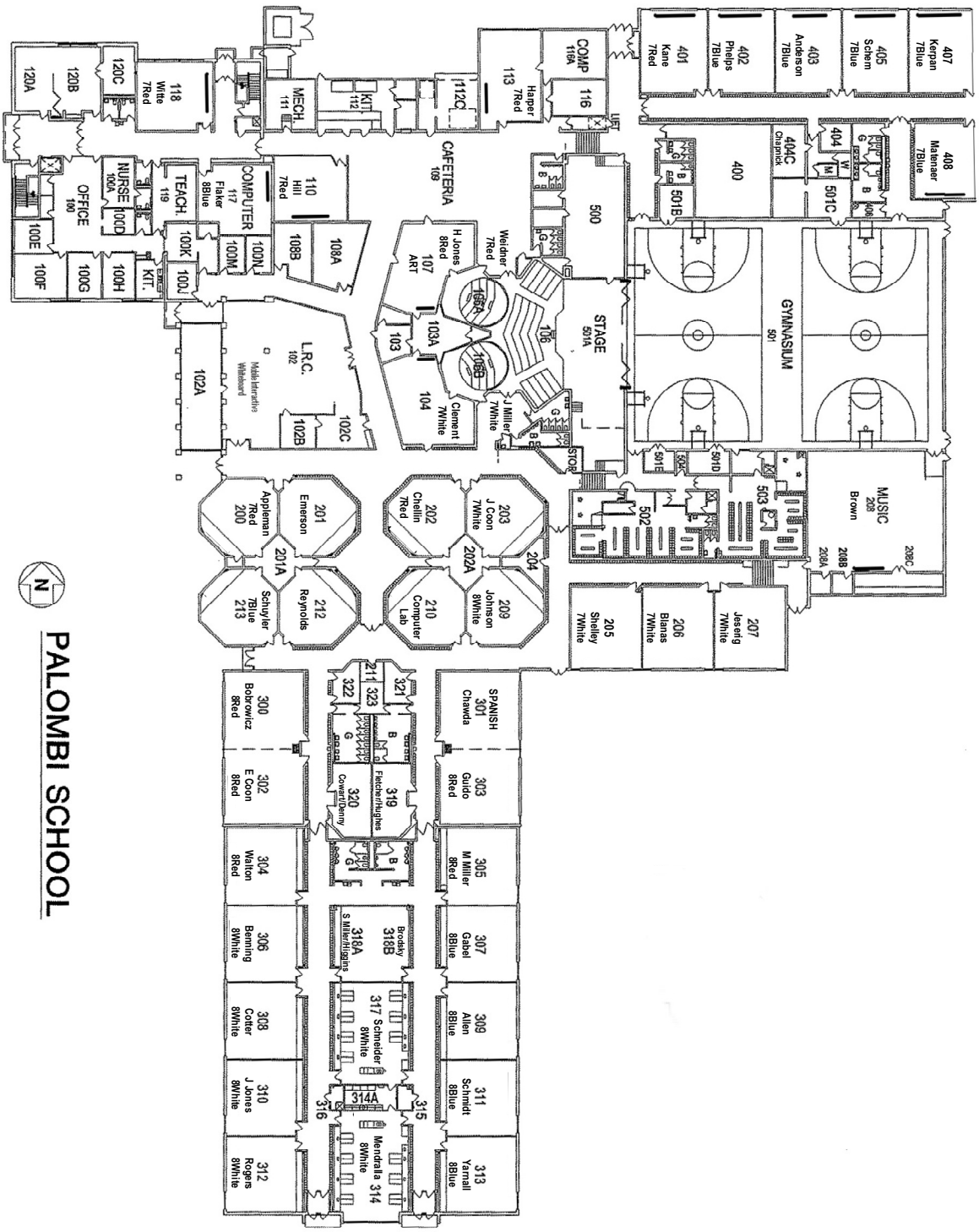
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2011-2012 Palombi Middle School Schedule

	Monday-Thursday		Friday
Start Time	7:40 a.m.	Start Time	7:40 a.m.
Advisory	7:42 a.m. - 8:09 a.m.	Advisory	7:42 a.m. – 9:00 a.m.
1 st Period	8:12 a.m. - 8:56 a.m.	1 st Period	9:03 a.m. – 9:33 a.m.
2 nd Period	8:59 a.m. - 9:43 a.m.	2 nd Period	9:36 a.m. – 10:06 a.m.
3 rd Period	9:46 a.m. - 10:30 a.m.	3 rd Period	10:09 a.m. – 10:39 a.m.
4 th Period	10:33 a.m. - 11:17 a.m.	4 th Period	10:42 a.m. – 11:12 a.m.
5 th Period	11:20 a.m. -12:04 p.m.	5 th Period	11:15 a.m. – 11:45 a.m.
6 th Period	12:07 p.m. - 12:51 p.m.	6 th Period	11:48 a.m. – 12:18 p.m.
7 th Period	12:54 p.m. - 1:38 p.m.	7 th Period	12:21 p.m. – 12:51 p.m.
8 th Period	1:41 p.m. - 2:25 p.m.	8 th Period	12:54 p.m. – 1:25 p.m.
End Time	2:25 p.m.	End Time	1:25 p.m.
Dismissal	2:27 p.m.	Dismissal	1:27 p.m.

Trimester 1		Trimester 2		Trimester 3	
Period	Subject	Period	Subject	Period	Subject
Room #		Room #		Room #	
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
5.		5.		5.	
6.		6.		6.	
7.		7.		7.	
8.		8.		8.	



PALOMB I SCHOOL

Building Map

I. ABSENCES, ARRIVALS AND DISMISSALS; EMERGENCY

Absence: (Policy #7:70)

Absences from school must be confirmed by parents/guardians by telephone. The phone number is **847-245-8098**. This line is available 24 hours per day and should be used to report a student's absence. When reporting an absence, please be prepared to give the student's name, grade, advisory teacher, and the reason for the absence. If a student is absent more than one consecutive day, the parent/guardian must call in the absence for each day. If a phone call is not received, a secretary will contact the parent/guardian at home or work to determine the cause of the absence. Extended absences may require a physician's note. Students are expected to complete work missed during their absence. When a student is absent from school due to an illness, parents or guardians will be able to request homework on the **SECOND day** of the absence. Please notify the office by 9:00 a.m. if you would like to pick up your child's homework after 2:30 p.m. **Excessive unexcused or questionable absences and tardies will be referred to the Middle School Coordinator of Instructional Services. Severe cases will be turned over to Project Pass (Positive Alternative Student Services, a division of the Regional Office of Education.) Students who are absent for more than a half day may not attend any after school activities on that day. Students who have any unexcused tardies or any unexcused absences from individual class periods are not eligible for perfect attendance awards.** The State of Illinois allows the school to approve only absences for valid cause. Valid causes for absence include illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student, or other situations approved by the school principal. Students absent without valid cause may be subject to disciplinary action. **Absences without valid cause will be marked unexcused. Students needing to leave school early must bring a written excuse to the office prior to the time in which they plan to leave. A pass will be given to enable the student to come to the office at his/her pickup time so that we do not disrupt an entire classroom. Parents/guardians must sign students out in the office before leaving the school. Please be aware that District funding may be affected anytime a student is not here for a full day of school.**

- **Tardies: Students arriving late to school must be signed in by parents/guardians in the office. Advisory check-in is at 7:42 a.m. and students should arrive at school no later than 7:40 a.m.** A pass will be issued to enable the student to go to his/her locker and classroom/advisory. **Students not signed in by a parent or guardian will receive an unexcused tardy. A student is also issued an unexcused tardy when he/she is late to class without a pass from a staff member.**
- **Early Dismissal:** Once a week, on Fridays, the students are dismissed at 1:27 p.m. for staff in-service.

Arrival and Dismissal

By Bus: District #41 provides bus service for students who live one and one-half miles or more from school. Every attempt is made to set up schedules and routes with the convenience of the students in mind. Bus schedules are distributed before school starts. All children who ride a bus must ride it daily. Parents/guardians whose child attended regularly scheduled day-time classes as a full-time student in the District may seek reimbursement from the State Board of Education for costs incurred in transporting their child to and from school during the school year if the District did not provide free transportation and the child lived 1.5 miles or more from school, or the child lived less than 1.5 miles from school but faced a serious hazard due to vehicular traffic when walking to school. To claim this reimbursement, parents must submit a claim form which is available by March 1st at **the District Office, 131 McKinley Ave, Lake Villa, IL 60046**. Parents/guardians who receive full transportation reimbursement through some other appropriation or state agency are not eligible for this reimbursement. In the event the parent and the school official disagree as to the parent's eligibility, or the parent believes the State's reimbursement is inaccurate, the parent may utilize the dispute resolution procedures established by the State Board of Education.

By Car: Students who ride in cars are to be dropped off or picked up on the west side of the school. Drivers are asked to wait in their cars, forming an orderly line. Students are not to cross in front of cars. They should wait on the sidewalk until their drivers pull up to the curb.

By Bicycle: Bicycle riders park on the north side of the building. The School District is not responsible for any loss of or damage to any bicycles.

Walkers: Students who walk to school should not arrive prior to 7:35 a.m. They are expected to use all designated crosswalks and sidewalks, cross at green lights, and obey train signals.

Dismissal: Dismissal is at 2:27 p.m., Monday-Thursday, and at 1:27 p.m. on Fridays. Students riding buses are to follow the directions of the supervisors. Buses leave five minutes after the dismissal bell to ensure they are at the elementary schools on time. All students who are not under the direct supervision of a teacher should be out of the building by 2:35 p.m.

Accident and Emergency Information

In the event of a serious accident or illness at school, parents/guardians will be called. If we are unable to reach you, emergency numbers will be called. When you registered your child, you filled out a sheet indicating emergency phone numbers of two neighbors or relatives who will be responsible for your child if you cannot be reached. Please be sure those persons are aware that you have given their numbers as emergency contacts. **If at any point during the school year this information should change, please notify the school immediately so that we are able to update our records.**

Emergency School Closing: (Policy #4:170) The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. In the event of an emergency school closing, information will be broadcast over the following stations:

WKRS, 1220 AM	WMAQ, 670 AM	WBBM, 780 AM	WGN, 720 AM
WCLR, 103.5 FM	WXLC, 102.3 FM	WLS, 890 FM	WBBM, 96 FM

Information will be given to stations as early as possible. Closing information is also posted at www.cancellations.com. It is our goal that all students will be informed by phone prior to getting ready for school. When necessary the District will use its AlertNow system to contact families about school closings. **In the event that weather is approaching unsafe conditions and school is already in session, school may be dismissed approximately fifteen minutes early at the end of a school day.**

II. GRADING

Accessing Online

Parents/Guardians may view grades online through the District #41 website during the 2011-2012 school year. Staff will update grades every two weeks allowing parents /guardians to stay on top of their student's progress. Information will be made available to parents/guardians on how to access student's grades at the start of each year.

Academic Criteria for Participation in Extracurricular and Co-Curricular Activities

For students in kindergarten through 8th grades: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code. Students shall be declared ineligible for participation in all nonacademic activities (for example, athletics, intramurals, Student Council, dances) for the following reasons:

1. Incomplete assignments
2. Failing grades (U)
3. Late library materials or unpaid fines
4. Behavior intervention by an administrator

A student athlete's conduct on an electronic communications network including, but not limited to, the World Wide Web, a "blog", or intranet, may violate this Code where: (1) the student athlete uses the electronic communications network to: (a) plan or carry out any illegal activity; (b) haze, bully, intimidate or otherwise threaten students, faculty, staff, or administration of the District; or (c) engage in any type of behavior that would constitute gross misconduct, be detrimental to his/her team or school, or would

otherwise be considered inappropriate under the terms of the Student Parent Handbook, Board policies, and this Code. Furthermore, a student athlete may also be determined to have violated this Code if he/she is described or depicted on a web site as engaging in activities prohibited under Board policy or rules.

Grading Procedures

What is standards-based grading?

In a standards-based system, teachers report what students know and are able to do relative to the District Learning standards. The system includes:

- The improvement of student achievement in all content areas,
- The mastery of defined learning targets instead of the accumulation of points,
- The reporting of student achievement toward meeting learning targets at a given time by reflecting on mounting evidence based on various forms of assessments

How does standards-based grading work?

Traditional grading averages a student's achievement data from the semester with other characteristics, such as work habits. Standards-based grading removes extraneous factors and focuses solely on a student's academic achievement and continued mounting evidence that indicates a true assessment of the child's present attainment of the learning targets. As a result, student work habits are reported separately.

How is standards-based grading different?

The student's grade more accurately represents the progress toward mastery of standards than traditional grading does. Subject areas are subdivided into big ideas related to standards and their respective learning targets that students need to learn or master. Each target is assessed. Scores from activities that are provided solely for practice will not be included in the final assessment of the learning target. The influence of positive and consistent work habits on student learning is reported separately from the academics.

Examples of descriptors that are used to indicate progress toward mastery of standards:

Exceeds

Consistently demonstrates a thorough understanding of facts, skills, and concepts. (Other examples include: Applies knowledge independently, accurate, beyond, independent, always)

Proficient

Frequently demonstrates an understanding of facts, skills, and/or concepts. (Other examples include: Beginning to apply knowledge independently, most, often, consistently, primarily, beginning to become independent, minimal support)

Basic

Limited understanding of facts, skills, and/or concepts. (Other examples include: Some review, reinforcement, and support may be needed, sometimes, occasionally, partial, guidance needed, ineffective)

Below Basic

Rarely understands facts, skills, and/or concepts. (Other examples include: Frequent review, reinforcement, and support are needed, never, frequent support is needed, guidance required)

Not Accessed

Grade level standard(s) have not been assessed at this time.

What are the advantages of standards-based grading?

- The learning targets are clearly articulated to the students throughout instruction.
- Parents can see which learning targets students have mastered and which ones need reteaching and relearning.

What is the role of work completed outside of school in SBG?

- The purposes for assigning work, regardless of whether it is completed in school or at home include the following:
 - To help students master learning targets
 - To prepare students to learn new material
 - To provide extension and application of skills taught in the class to new situations
 - To integrate and apply many different skills to a larger task

Why does SBG use most recent assessments vs. averaging?

Every student starts a grading period with a certain amount of background knowledge, some accurate and some not, related to a topic/learning target. Through assessments during the grading period, teachers are able to determine students' levels of achievement of the learning targets. Since the goal is to document each student's level of achievement based on learning targets, averaging all scores throughout the marking period dilutes the information, underestimates the students' ending performance, and corrupts the determination of

whether or not the student has achieved the targets. As a result, current assessment data more accurately reflects a student's level of learning. The same holds true with extra credit work. Extra credit will not be reflected in determining each student's level of achievement.

How will "incompletes" or "Zeros" be handled?

If teachers use standards-based grading to report a student's progress toward the achievement of a standard, it is an on-going process. For management reasons, teachers need to establish deadlines by which that progress needs to be reported. However, if a student is missing assessment data and the teacher does not have enough evidence to establish a grade, an incomplete may be given. If, two weeks after the end of the grading period have passed, and the student hasn't provided evidence of learning, (through reteaching and assignment completion), the grade will be recorded based on the preponderance of the evidence.

How will group projects be handled?

Working cooperatively is a valuable instructional strategy although if we use standards-based grading to report a student's individual progress toward the achievement of a standard, group scores will not be factored into a student's grade. Only evidence specific to an individual student will be taken into consideration within a group project.

Will attendance or academic dishonesty be a factor in a student's grade?

Within a standards-based grading system students should not be punished for academic dishonesty with reduced grades. Other consequences should be given to the student and then the student should be reassessed to determine his/her actual level of achievement.

The same hold true for student attendance. Students should be provided opportunities to revisit learning that has been missed due to illness and then be reassessed to determine his/her actual level of achievement.

Homework: (Policy #6:290)

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

100% Homework Completion Club

Students will be rewarded for homework completion and turning the work in on time. Rewards will be based on the following format:

1st Trimester-100% on time and fully completed homework in LA, reading and math

2nd Trimester-100% on time and fully completed homework in LA, reading, math and social studies

3rd Trimester-100% on time and fully completed homework in LA, reading, math, social studies and science

For each trimester, students will receive small rewards such as snacks, certificates, etc. Students earning 100% on-time, fully completed homework during all three trimesters will earn a special reward to be announced later in the year. District policy for absences applies to this reward program. Students with unexcused absences will not be given extra time to turn in homework.

Honor Roll

Honor roll status is achieved by attaining a GPA of 3.0 or better **and** all grades earned are an A, B, or C. High honor roll is achieved by attaining a GPA of 4.0 or better and all grades earned are an A or B.

Make-Up Work

Students with excused absences will be given equal time to the number of days absent due to the excused absences to complete and turn in the work.

Report Cards Report cards are mailed home or given to the students following the end of each trimester and on the last day of school. Parents/guardians should contact the advisor and/or the appropriate teacher if questions or concerns arise about the student's report card.

III. STUDENT DISCIPLINE/PHILOSOPHY AND LEVELS OF INTERVENTION

DISCIPLINE PHILOSOPHY

Our discipline philosophy is designed to help students develop self-control, take responsibility for their actions, and promote positive character traits. All stakeholders have the right to a well-ordered, peaceful, engaging, and safe learning environment. Therefore, everyone will work together to provide essential support to every aspect of the learning process.

Student Rights & Responsibilities

My Rights

To learn at this school
To be happy and to be treated with respect in this school
To be myself and be accepted in this school
To be safe in this school
To expect my property to be safe in this school
To hear and be heard in this school
To be helped to learn self-control in this school
To expect that these rights will be mine in all circumstances so long as I am exercising my full responsibilities
To be granted due process in all situations

My Responsibilities

Allow learning to occur
To treat others with compassion
To respect others as individuals
To make and keep this school safe
Not to take destroy or vandalize the property of others
To help maintain a calm and quiet school
To learn self-control in this school
To protect my rights and the rights of others by exercising my full responsibility in all circumstances
To take care of my personal property
To know and follow the rules as identified in the student handbook
To bring home all school communications
To abide by all state laws regarding attendance

Parent/Guardian Rights & Responsibilities

Parent/Guardian Rights

To be treated with honesty, respect, and trust
To be informed of the Code of Conduct and appeal process
To be informed and receive explanations of academic progress and behavior
To be consulted as soon as possible when decisions are made that affect one's child
To expect school to be a safe place of learning
To expect children to be challenged academically and to learn
To expect cultural respect and understanding
To view records and visit school in accordance with Board of Education policy
To request and be granted conferences with school personnel on a mutually agreed time
To express feelings constructively and with respect

Parent/Guardian Responsibilities

To demonstrate honesty, respect, and trust
To assist children in developing, pursuing, and achieving personally meaningful goals
To assist children in learning how to make choices and deal with the consequences
To expose children to extended learning activities
To encourage and support children in community service projects
To communicate an expectation to achieve in every class
To praise children for effort, improvement, and achievement
To act in a courteous and responsible manner in all school related activities
To act as partners with school staff for improving student learning and behavior
To abide by state laws regarding attendance
To provide a regular place to do homework
To provide the school with accurate home and emergency phone numbers
To be culturally sensitive and to instill this in children
To be an active listener and learner
To follow discipline guidelines adopted by the District
To initiate contact proactively with school personnel regarding student issues when appropriate
To read all school communications including student assignment notebook

Staff Rights & Responsibilities

Staff Rights

To be treated with honesty, respect, and trust
To be supported by administration, staff and parents/guardians
To be informed of and/or present at student/parent/administrator conferences
To be informed of the Code of Conduct and the appeal process
To be provided with resources and support necessary to carry out responsibilities
To work in a positive atmosphere for learning and teaching atmosphere free from verbal or physical threats and abuse
To work in partnership with others
To participate with parents, community, and staff in school decisions
safe working environment (includes school bus)

Staff Responsibilities

To demonstrate honesty, respect, and trust
To academically challenge students
To provide learning for students in an equitable manner
To establish and maintain an environment where all may learn
To recognize and work with students who have various learning styles
To respect the rights, dignity, and confidentiality of students, To work in a parents/guardians, and other staff
To inform and consult parents/guardians in assessing the needs and progress of students
To initiate parent/guardian contact in support of academic or To have a behavioral changes
To be proactive toward resolving issues
To expect cultural respect and understanding
To be culturally sensitive and respect cultural diversity keeping in mind each student's needs
To be fair, equitable, and consistent in all interactions
To be responsive to student needs
To follow discipline guidelines adopted by the District
To act in a courteous and responsible manner in all school related activities
To empower students to be personally responsible
To implement approved and accepted teaching and assessment practices
To develop, communicate, and enforce clear behavioral and learning expectations
To abide by all state laws regarding attendance
To distribute home/school communications

Bus Conduct: (Policy #7:220)

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes, but is not limited to, the following:

1. Prohibited student conduct as defined in the Student Discipline policy or other Board policies and rules.
2. Willful injury or threat of injury to a bus driver or to 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 or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

- **Electronic Recordings on School Buses:** Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.
- **Discipline Procedure:** The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Code of Conduct: (Policy #7:190)

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the "weapons" section of this policy, or violating the "weapons" section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules, including rules prohibiting "sexting" as discussed below in this Discipline section of the Handbook. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
 12. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. Specifically, no student on or about school property or at any school activity shall:
 - wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which may be viewed as evidence of membership or affiliation in any gang. This includes wearing coats, hats, bandanas, hair dye, and/or sunglasses during the school day;
 - commit any act or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang;
 - use any speech or commit any act in furtherance of the interest of any gang or gang activity, including but not limited to: soliciting others for membership in a gang, requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or other violation of school district policy, or soliciting other students to act with physical violence upon other persons.
 14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
 15. Verbally abusing any school personnel or other students, or using profane or obscene words or gestures.
 16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. Board Policy 7:180, *Preventing Bullying, Intimidation and Harassment*, will be used to address students who have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation bullying. Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student. The

grounds for disciplinary action, including those described more thoroughly later in this policy, 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 or at any other time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures: Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, 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 designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

LEVEL 1

The resolution of Level 1 behaviors is primarily the responsibility of teachers, school personnel, and parent/guardians. Notification of parent/guardian may occur. Administrative and parental assistance can be initiated without engaging in the formal referral process. Level 1 behaviors include, but are not limited to the following:

BEHAVIOR

Cheating/Plagiarism
Failure to have assignment notebook in possession during school day
Derogatory remarks
Disrespect and disobedience
Distracting others, excessive and/or loud talking
Excessive tardiness
Failure to do assigned work
Failure to bring necessary materials to class
Failure to return equipment/materials
Forging or altering school form/documents
Inattentiveness (age appropriate)
Inappropriate dress
Inappropriate use of cellular phones

Inappropriate gestures/obscenity and/or profanity
Inappropriate physical contact/displays of affection
Leaving the building/school grounds without permission
Littering
Loitering
Possession of electronic signaling devices
Throwing objects
Chewing gum or eating candy outside of a location in which it was not used as an incentive

The following interventions may be used to address Level 1 behaviors. The use of multiple interventions should include parent/guardian contact.

INTERVENTION

Apology letter (acknowledge and accept responsibility for actions)
Assigned school service relative to behavior
Behavioral contracts/behavior management plans
Brief hall conference with student
Classroom activity exclusion
Classroom behavioral management plan
Classroom meeting
Conference
Consultation/intervention with other teachers/counselors/school personnel/outside resources
Contact with parent/guardian (site, phone, letter, visit, e-mail)
Controlled ignoring
Cooling off or time out
Detention (Lunch/Recess)
Grade adjustment (cheating/plagiarism)
Incentives/positive reinforcements
Nonverbal correction
Peer mediation
Review classroom/school rules
Seating change
Supportive confrontation
Temporary alternative placement (another class)
Temporary removal of items that disrupt
Verbal correction
Withdrawal of privileges

LEVEL 2

Interventions are the responsibility of school-based administration, with assistance from teachers, school personnel, and parent/guardians. One or more interventions may be utilized.

Level 2 behaviors include, but are not limited to the following:

BEHAVIOR

Persistent Level 1 behaviors
Altering/destruction of school records
Bullying/threats/intimidation
Cheating/plagiarism
Computer violation
Damage to property
Discriminatory conduct
Distribution/possession, exhibition of offensive or harmful materials
Failing to attend the assigned discipline program
Fighting
Gambling
Gang-related activity
Gross disobedience

Harassment/hazing
Leaving the building/school grounds without permission
Physical abuse
Possession of stolen property
Reckless behavior
Sexual harassment
Sexual misconduct
Temper tantrum/out of control behavior
Theft
Trespassing
Truancy
Use/possession/distribution/or selling of tobacco materials

Level 2 interventions include, but are not limited to the following:

INTERVENTION

Peer mediation
Up to 3 days of detention before/after school
Detention
Parent/guardian conference with school personnel
Up to 5 days of in-school suspension
Referral to outside agency of authority
Restitution
Consultation/referral to police agency/ordinance citation and possible arrest
Alternate educational program (off-site)
Withdrawal of privileges

LEVEL 3

These interventions are the responsibility of school-based administration and central office personnel, with assistance from teachers, school personnel, and parents/guardians.

Level 3 behaviors include, but are not limited to the following:

BEHAVIOR

Persistent Level 2 behaviors
Arson/attempted arson
Battery
Bomb threats
Burglary
Distribution, sale, use, and/or possession of alcohol, non-prescriptive drugs, and/or drug paraphernalia
Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity
Extortion
Fighting with injury
Gang-related activity
Group violence
Harassment/hazing
Indecent exposure
Inciting violent acts
Interference with school personnel
Misuse of fire alarms
Possession, use or transporting explosives or hazardous materials
Sexual harassment
Sexual misconduct
Staff assault
Terrorist threat
Threats/intimidation/bullying
Threats with a weapon

Use of a legitimate tool as a weapon

Any or all of the following interventions may be used to address Level 3 behaviors. One or more interventions may be utilized. Board of Education action may also be necessary.

INTERVENTION

Parent/guardian conference with administrator/teacher
Up to 10 days of in-school suspension
Up to 10 days of out-of-school suspension
Referral to outside agency or authority
Restitution
Alternate educational placement (off-site)
Recommendation for expulsion
Consultation/referral to police agency/ordinance citation and possible arrest
Withdrawal of privileges

Discipline of Students with Disabilities: (Policy #7:230)

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Dress Code: (Policy #7:160)

A student's appearance, including 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. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook. The following guidelines regarding student appearance will help create a positive learning environment:

1. Outside coats and jackets may not be worn to class or in the cafeteria line. **Also, hoodies may not be worn in the cafeteria line.** Appropriate clothing should be worn under hoodies. Students will be asked to wear a gym shirt if the clothing worn underneath a hoodie is inappropriate.
2. Hats, headbands, hoods, hairnets, or other head coverings may not be worn in the building at any time. Exceptions are made for religious, medical, and certain other reasons, as approved by the administration.
3. Sunglasses are not to be worn in school.
4. Once school starts, backpacks must be in a locker or in a designated area of the classroom. Backpacks with wheels do not fit in the locker.
5. Clothing or jewelry which contains profanity, sexually suggestive messages, obscenity, or slanderous, indecent, or vulgar messages may not be worn.
6. Clothing that contains references to alcohol, drugs, tobacco, cults, the occult, sexual innuendoes or slogans that denote violence or are disruptive to the educational process cannot be worn.
7. Students may not wear chains, spikes and/or dangerous jewelry for health, and safety reasons; this includes wallets with chains. The wearing of or displaying of gang related insignia, clothing, sweat bands, and/or colors are prohibited.
8. Thin strapped tank tops, halter-tops, and transparent or revealing clothing are not allowed.
9. Jerseys and shirts with spaghetti straps must be worn with an additional shirt.
10. Midriffs must be covered at all times.
11. Clothing that is intentionally ripped, torn, or cut, as well as broken zippers or missing buttons is prohibited. Jeans must be completely hole free.
12. Rubber bands and bandanas are prohibited on any piece of clothing.
13. Shorts, skorts, and skirts shall be below fingertip length.
14. Students will not have underwear (i.e. boxers, briefs, thongs, and bras) showing.
15. Baggy-saggy pants will be worn at the natural waist level. When necessary a belt must be worn.
16. **Students may not wear pajama pants.**
17. Leggings may not be worn as an individual clothing item.

Note: On Spirit Days special dress codes may be instituted. Restrictions apply when hairstyle, make-up, or manner of dress present a clear and present danger to the student's health or safety, cause an interference with work, or create classroom or school disorder.

Students violating the above guidelines will be required to change into more suitable attire, and contact may be made with the parent/guardian concerning the violation. If any staff member finds a student's clothing offensive and asks the student to change, the student is expected to do so immediately. If the student refuses to change they will be sent to the office and contact will be made with the parent/guardian. The student will either comply with the request or the parent/guardian will be asked to come to school and pick up their child.

Due Process

The District provides appropriate notification and "due process" as required in all issues involving suspensions or expulsions

Electronic Device Usage

All electronic devices, including cell phones, must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students assume all responsibility for lost or stolen items.

Fouls

Students have a foul page in their assignment notebook that is used by staff to administer warnings and interventions for inappropriate behavior. Parents/guardians should review this page on a regular basis to keep abreast of their student's behavior at school. Students receiving repeated fouls for inappropriate behavior will receive behavior referrals that are to be taken home, signed, and returned to school.

Excessive fouls will lead to the loss of student activities which may include, but are not limited to, all reward activities INCLUDING THE 8TH GRADE DINNER DANCE.

Harassment, Bullying, and Intimidation: (Policy #7:180)

Bullying, intimidation, and harassment are behaviors that interfere with student learning. No person, including a District employee, agent or student, shall harass or intimidate another student or staff member based upon his/her race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, bullying, or intimidating conduct, whether written, verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment whether occurring on or off District property. The Superintendent shall develop and maintain a program that fully implements Board policies related to harassment, bullying, and intimidation and annually communicate the content of this policy to students and their parents/guardians. This includes explaining that these behaviors are not acceptable in any form.

- **Bullying Prevention: (Policy #7:180):** The District will not tolerate bullying behavior. Bullying is prohibited: (1) during any school-sponsored education program or activity; (2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; and (4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. Any student who engages in such behavior is subject to discipline as defined in Board Policy 7:190, *Student Discipline*. To prevent bullying in the schools, including cyber-bullying, the District shall:
 1. Implement Board policies on Student Discipline and Restrictions on Publications and Written or Electronic Materials.

2. Implement bullying prevention and character instruction in all grades in accordance with Illinois law and Board policy. This includes incorporating student social and emotional development into the District educational program as required by Illinois law and in alignment with Board policy.
3. Inform staff members of the District goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating with District expectation – and the Illinois law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
4. Involve students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by Illinois law, whenever their child engages in aggressive behavior.
5. Engage in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in District school and, after identifying appropriate indicators, assess the effectiveness of the various strategies, programs, and procedures and report the results of this assessment to the Board along with recommendations to enhance effectiveness.
6. Comply with Illinois and federal law, the Board shall update the policy every 2 years after its initial adoption and filing with the Illinois State Board of Education after adoption or Board revision.

- **Sexual Harassment Prohibited: (Policy #7:180):** Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
 1. 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; or
 2. 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 conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.
- **Complaints and Redress:** Students who believe they are victims of harassment, bullying, or intimidation or have witnessed harassment, bullying, or intimidation, are encouraged to discuss the matter with a building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. In addition, if the behavior is based upon the victim's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status the victim may seek redress through the Uniform Grievance Procedures by contacting the Nondiscrimination Coordinator or Complaint Managers listed below. Any student who is determined, after an investigation, to have engaged in harassment, bullying, or intimidation will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any student making a knowingly false accusation regarding harassment, bullying, or intimidation will be subject to disciplinary action, up to and including, suspension and expulsion.

- **Nondiscrimination Coordinator:**

Ms. Mary Conkling
131 McKinley
Lake Villa, IL 60046
847-245-8306

- **Complaint Managers:**

Dr. Alex Barbour 131 McKinley Lake Villa, IL 60046 847-245-8002	Ms. Mary Conkling 131 McKinley Lake Villa, IL 60046 847-245-8306
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Search and Seizure (Policy #7:140)

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School Property and Equipment as well as Personal Effects Left There by Students. School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

- **Students:** School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows:
 1. Outside the view of others, including students,
 2. In the presence of a school administrator or adult witness, and
 3. By a certificated employee or liaison police officer of the same sex as the student.Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Sexting: (Policy #7:190)

Sexting will not be tolerated at Palombi Middle School. Sexting is the act of creating or sending sexually explicit photos or messages electronically, including audio, video and image media, primarily via cell phones and/or the internet. Sexting shall include possessing or storing such sexually explicit electronic media on electronic devices, such as a cell phone, computer or electronic storage site on the internet. While students may believe that sending these images to their friends or potential suitors is harmless, an image that portrays a minor in an indecent manner or engaging in sexual activity may be regarded as child pornography. Students who create, receive, or distribute these types of images may be subject to criminal charges, even if they have the permission of the subject of the photographs or electronic media. Moreover, students who send sexually explicit text messages, with or without photos, may be liable for sexual harassment. Students that are found in possession of inappropriate student photographs on their electronic communication devices will be dealt with sternly. Violation may lead to suspension or expulsion from school as well as possible police involvement. Please discuss this practice with your child and warn them of the dangers of sexting.

Student Discipline Philosophy

All standards of conduct will apply during school hours and at any school-sponsored event regardless of time or location. Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of the school. Principals, teachers, bus drivers, and non-certified staff stand in loco parentis, that is, in the supervision of students in the absence of parent/guardian. The teaching of self-discipline (responsibility for a person's own actions) is a goal of the Lake Villa School District #41 Code of Conduct. To ensure that students exhibit appropriate behavior and performance, it is the school's responsibility to implement a program for teaching a system of essential rules and to administer just and constructive, corrective measures. Should corrective measures be necessary, the following will be considered:

- Student's age
- Ability-functioning level
- Seriousness of the offense
- Frequency of the inappropriate behavior
- Circumstances and intent – including family circumstances and/or home environment situations
- Potential effect of the misconduct on the school environment
- Relationship of the behavior to any disabling condition

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Suspension and Expulsion Procedures: (Policies #7:200; 7:210)

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The Board of Education must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion imposed for any reason by any public or private school, in this or any other state, before being admitted into District #41.

Weapons/Firearms

A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for at least one calendar year, but no more than 2 calendar years. (1) A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or firearm as defined in Section 24-1 of the Criminal Code; (2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon

the prior request of an adult supervisor, for students in theatre, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

IV. HEALTH SERVICES

Administering Medicines to Students: (Policy #7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess an epinephrine auto-injector (EpiPen(r)) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have (1) completed and signed a "School Medication Authorization Form" or (2) for use of an EpiPen, provided written authorization from the student's physician, physician assistant or advanced practice nurse. In addition, the student's parent(s)/guardian(s) must provide the school with (1) the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered or (2) for use of an EpiPen, a written statement from the student's physician, physician assistant or advanced practice registered nurse containing the name and purpose of the EpiPen, the prescribed dosage and the time and terms at which or the special circumstances under which the EpiPen is to be administered. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel regardless of whether authorization was given by the student's parent(s)/guardian(s) or by the student's physician, physician's assistant or advanced practice registered nurse. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel regardless of whether authorization was given by the student's parent(s)/guardian(s) or by the student's physician, physician's assistant or advanced practice registered nurse. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Health & Wellness: (Policy #7:250)

Health services are supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*).

School Wellness

Students' wellness, which includes nutrition and physical activity, is promoted by District #41's educational program, activities and meal programs. A policy consistent with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 has been developed. A wellness committee exists for the purpose of promoting wellness in our schools. Wellness goals are available in the District Office. Wellness activities are planned throughout the year. Look for our Wellness Corner in the monthly newsletter.

Sexual Abuse Instruction

In health class the students are instructed on recognizing and avoiding sexual abuse. Students shall not be required to take the course if the parent/guardian submits written objection; an alternative lesson will be provided.

Social Work Services

Social workers are available to assist you at our school. If you feel that the assistance of a social worker would benefit your child, please send a message to school stating your wishes. The Special Service Team will review your request and take appropriate action. Brochures outlining services are available upon request.

Special Services

The District shall provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District. The District will provide identification, assessment, and provision of special education services to eligible children ages 3 to 5. Parents should contact Mrs. Mary Conkling for further information.

Student Support Services: (Policy #7:250)

The following student support services may be provided by the School District:

1. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
2. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
3. Guidance and counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

Vision/Hearing Screening

In the fall, the Lake County Health Department will provide vision screenings for all eighth grade students, along with vision and hearing for special education students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months. If a student requires further evaluation after the screening you will be notified. Public Act 95-671, effective **January 1, 2008**, requires that all children enrolling in kindergarten or in school for the first time shall have an eye examination by October 15th.

V. GENERAL SCHOOL INFORMATION

Access to Electronic Networks: (Policy #6:235)

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator. The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

- **Curriculum:** The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.
- **Acceptable Use:** All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members

have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

- **Internet Safety:** Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the systems administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:
 1. Ensure staff supervision of student access to online electronic networks,
 2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
 3. Ensure student and staff privacy, safety, and security when using electronic communications,
 4. Restrict unauthorized access, including "hacking" and other unlawful activities, and,
 5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each student and his/her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Anonymous Tip Hotline

In order to create a safer school, the district has created an Anonymous Tip Hotline. This hotline is available so you can report anonymously, any safety issues that may affect you, any student, or staff member at any school. The school administrators and/or police will investigate all tips. **If you have any information regarding the safety and well being of another student or staff member, please call 847-245-8494.**

Asbestos Plan

The District conducts surveillance inspections for asbestos containing materials every (Time). The Asbestos Plan is available for review in the principal's office and in the District's central office. If you are interested in reviewing the school's Asbestos Plan, please call Mr. Keith Depperschmidt at (815) 245-8014 to schedule an appointment.

Assemblies

Assemblies are a privilege afforded to eligible students to enrich the work of the classroom or school, to provide exposure to the arts, or to reward academic and behavioral successes. Students are to behave courteously at all times.

1. Students are dismissed by the office for assemblies by team color.
2. Students sit by advisories for all assemblies. Upon arriving at the gym, students are to promptly go to their assigned advisory section to sit.
3. **All students are expected to sit in their assigned place at all times.**

Band

Band instruction is provided for a fee to those interested. Students are scheduled into band as an encore selection. Individual or small group instruction is scheduled in cooperation with the teachers.

Birth Certificate Requirement

Illinois law requires the person enrolling a student in the District #41 for the first time, to place on file in the building of attendance a certified copy of the student's birth certificate issued by the county clerk in the county of birth. This must be done within 30 days from date of enrollment. Follow-up procedures, which may include contacting law enforcement, are required of the School District if the birth certificate is not produced within the time limits.

Building Accessibility: (Policy #8:70)

District #41 schools are accessible to those with disabilities. Special arrangements can be made by contacting the office.

Change of Address/Phone Numbers

The importance of maintaining updated information cannot be overemphasized. Please notify the office any time you have a change in phone number, work place, or emergency contact.

Conferences

Conferences are an excellent way to inform you about overall progress of your child in school. You will be notified twice during the school year regarding scheduling conferences. You may also request a conference at any time you have questions or concerns. Please contact your child's advisor to help you schedule a conference. **Student Led Conferences (fall):** During student-led conferences, the students sit together with their parent/guardian to discuss work, explain their successes and shortcomings, discuss test results and set goals for the future. Specific pieces of work are collected as evidence of student progress. Teachers are available to answer specific questions.

Traditional Conferences (spring): The teacher meets with the parents/guardians to discuss grades, test scores, and behavior.

Crisis Response Plan

A copy of the District's crisis response plan is available for viewing in the office. The plan is reviewed each year, and changes are made as needed.

Curriculum

Lake Villa District #41 provides a comprehensive curricular program in reading, language arts, mathematics, social science, and science. It is an additional goal of the District #41 staff to promote physical activity, health, nutrition, and wellness. Daily physical education is a requirement of the state. Encore classes may include Star Reading/Math, Spanish, various technology and art classes, service learning, and band. The computer labs, skills lab, and school Learning Center support educational programs. Staff members also provide for the needs of all students by enhancing curriculum within the class and by offering enrichment classes after school. Some fees may apply.

Complaints Against Teachers, Staff, or Administrators

If a complaint involves a matter subject to Board Policy 2:260, the complaint may be referred to one of the District's Complaint Managers for processing under the Uniform Grievance Procedure. Any other complaints against District staff shall be addressed and, whenever possible, resolved through the District's structured channel of communication, which shall consist of the following steps:

1. The complainant shall first discuss the complaint directly with the staff member who is the subject of the complaint;
2. If the matter is not resolved after discussion with the staff member, the complainant may schedule a conference with the Building Principal and the staff member to attempt to resolve the complaint.
3. If the matter is not resolved after a conference with the Building Principal, the complainant may schedule a conference with the Superintendent, the Building Principal, and the staff member to attempt to resolve the complaint;
4. If the matter is not resolved after a conference with the Superintendent and the complainant makes a written request to bring the complaint to the Board, the Superintendent shall report to the Board regarding the matter, including submitting to the Board any written statements and documents prepared by the complainant. If the complainant also requests to meet with the Board regarding the complaint, the Board,

in its sole discretion, shall determine whether to schedule a closed session discussion with the complainant. Nothing herein shall preclude the Superintendent or his/her own initiative from reporting to the Board on public communications and complaints at any time. The Board may take action on the complaint as it deems appropriate.

Dances

At various times throughout the year, Leadership Corp. sponsors dances for all students who are eligible to participate. These may take place during school hours, after school, or in the evening. Eligibility requirements include passing grades, a complete work record in all classes, a clean behavior report, and no school or library fines. Cost varies depending on the types of activity. No bus is provided. **Please pick up your child promptly at the end of these activities. Students who are not picked up on time and keep a chaperone over 15 minutes past the time allotted for the event may forfeit his/her privilege of attending other events.**

Enrichment Program

A wide variety of **enrichment** activities, such as after school art, Manga, cooking, chess/risk, photography, scrapbooking, and basketball are offered. We encourage all students to listen to announcements each day for updated information regarding these various opportunities.

Equal Educational Opportunities: (Policy #7:10)

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Extracurricular and Co-Curricular Activities: (Policy #6:190)

The Superintendent shall approve all District-sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Fees are reasonable and do not exceed the actual cost of operation.
3. Student body desires are considered.
4. The activity will be supervised by a school-approved sponsor.

Building Principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities. Non-school sponsored student groups are governed by the District's policy on student use of school buildings.

Extracurricular Athletics: (Policy #7:300)

Student participation in school-sponsored extra curricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
2. The parents(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by the licensed physician, an advance practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
1. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan. The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

Field Trips and Recreational Class Trips: (Policy #6:240)

Field trips are encouraged when the experiences are an integral part of the school curriculum and/or contribute to the District's educational goals. All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board. The following factors are analyzed when determining whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs. Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited. **Recreational Class Trips** are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

Friday Folders

Each student will receive a pocket folder that he/she will use to increase communication between the school and home. The student is responsible for putting important information in the folder during the week and taking that folder home for the parent/guardian to review. Parents/guardians will review the folder and sign off that they have received the information. Students will then return the folder to their advisory teacher the following Monday. If students lose the folder, a new one must be purchased for \$1.00.

Fundraising

At various times throughout the year we conduct fundraisers. Profits are used to support activities and purchase equipment and supplies that are not covered by the district budget. Participation in fundraising activities is voluntary. We ask that students not go door to door.

Graduation

Our school honors its graduates at the annual graduation ceremony in the spring. It is a privilege to participate and all School Board requirements must be met in order to be recommended for participation. Parents/guardians will be notified if participation is in question.

Gym Uniforms

Students in physical education classes are required to wear the school's gym uniform. The required uniform for boys and girls is as follows: red/black reversible shirt, black shorts, and white or Lancer socks. Students are to keep an extra pair of gym shoes and sweats in their gym locker. Uniforms should be taken home weekly for cleaning.

Handbook Information

Students who lose their Handbook will have to replace it with a new one purchased in the office at a cost of \$8.00. If supplies of the Handbook run out, students will be required to purchase a Day Planner of some similarity outside of school.

Hard of Hearing, or Blind or Visually Impaired

Parents of a student who is deaf, hard of hearing, blind or visually impaired can call the school to inquire about the services of the Illinois School for the Deaf or the Illinois School for the Visually Impaired, including their admission criteria and contact information.

Homeless Students (Policy #6:140)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. A homeless child may attend the District school that the child attended when

permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Honesty

Honesty is a desired value of our society. The school considers it a part of its responsibility to fully support this concept. The following student actions will not be tolerated:

1. Cheating (copying work of another student or allowing others to copy from you);
2. Plagiarism: to take another's work and put it out as one's own);
3. Unauthorized possession or use of school forms or property;
4. Unauthorized copying of teacher/student material;
5. Forgery (fraudulently making or altering any writing, including personal signatures);
6. Failing to tell the truth.

Honors Night – 8th Grade

Honors Night is planned prior to graduation. Those students earning honorary rewards will be notified by their advisory teachers prior to the ceremony.

I.D. Cards

At the beginning of the year, each student will have his/her picture taken. An I.D. card is made using the picture and given to the student. All students are to carry their I.D. card during the school day or school activity. The I.D. card also serves as a library card.

Leadership Corp.

Leadership Corp. is composed of four to six student officers and various representatives elected by students. These students work diligently to promote school spirit and pride among our students. They have the opportunity to develop their organizational and leadership skills throughout the school year by working on a wide array of activities such as new student orientation, fund raising events, school assembly presentations, spirit days, and dances.

Learning Center

A wide variety of educational, recreational, and research material is available in the Learning Center in both written and electronic form. The Learning Center is available during posted hours.

Lockers

School lockers are school district property made available to students for their convenience and are assigned by the administration. Students must use only lockers that have been assigned to them. No student may exchange lockers with another student or move to an empty locker without permission from an administrator. Students are not to share their combination with anyone else. **We cannot be responsible for missing items from hall lockers or PE lockers if students share their combinations and do not lock their lockers.** Food, beverages, and other perishables should not be stored in lockers. Lockers should be kept organized and orderly. Lockers are subject to search and seizure by school officials as set forth in the Search and Seizure section of this Handbook.

Lost and Found

Anyone finding books, money, clothes, or other articles is requested to return these items to the office. Anyone missing clothes or books, please check the clothes tree first and then check the main office. For any other items, please check with the office.

Lunch/Free and Reduced Program: (Policy #4:130)

The hot lunch program is managed by Sodexo Corporation, whose employees handle all aspects of the program, including collection of lunch money and food service. Students will have a choice between five entrees per day and a wide variety of a la carte items. Students who have no money in their account will be served a cheese sandwich and milk, and the parents/guardians will be billed directly. All students are expected to follow school rules at all times and to assist in the clean up procedures. Applications for the Free and Reduced Meal Program are available in the office. This application is to be completed, brought back to school and given to a secretary. You will be notified if you are eligible.

Messages for Students

When dropping off items or messages for your child, please leave them on the counter in the office. **Please notify your child that morning before school that you will drop it off and have him/her check regularly throughout the day. Your child will not be notified. It is the student's responsibility to check for the item or message in the office. Only in extreme emergencies will the student be notified that something has been left for him/her.**

Money and Valuables

If it is necessary to bring money or personal belongings to school, it is the responsibility of the student. The school or staff will not be responsible for the loss or condition of any student's personal belongings.

My Access

Throughout the school year students will be required to enter text into the My Access writing evaluation system. Students have the ability to access this program through the District #41 website from an outside computer. Parents/guardians are encouraged to access this site to learn more about the operation of this program.

National Junior Honor Society

In the spring of 2002, Palombi Middle School joined the National Junior Honor Society. Our local organization is called the Lancer Chapter. The purpose of this organization is to provide an avenue for scholarship, service, leadership, character, and citizenship. More information is available in the school office.

No Child Left Behind Provisions

As a result of the No Child Left Behind (NCLB) Act, parents have a right to submit a request to see the professional qualifications of their child's classroom teacher and will be notified whenever their child is to be or has been taught for four (4) or more consecutive weeks by a teacher who has not met the NCLB qualifications for being "highly qualified." A copy of this information is kept on file in the District Office. Parents will also be notified of their child's achievement level on each Illinois academic assessment.

Parent/Guardian-Teacher Advisory Committee on Student Discipline

The district has established and maintains a parent/teacher advisory committee to assist in the development of guidelines leading to a policy on student discipline and school searches. If you are interested in serving on this committee, please contact the Dean of Students 847-356-0833.

Parental Involvement: (Policy #8:95)

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.

4. Seek input from parents/guardians on significant school-related issues.
 5. Inform parents/guardians on how they can assist their children's learning.
- The Superintendent shall periodically report to the Board on the implementation of this policy.

Parent Organizations and Booster Clubs: (Policy #8:90)

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board of Education welcomes their suggestions and assistance. Parent organizations and booster clubs are recognized by the Board of Education and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation. Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Parking

Several visitors' parking spaces are available in the front of the building. Only authorized vehicles may park in the parking lot. No vehicles should be parked in the bus parking lot between 7:00 a.m. and 8:00 a.m., and between 2:00 p.m. and 2:45 p.m. Unauthorized vehicles will be towed at the owner's expense.

Passes

Students must have a pass signed in their assignment notebook by a staff member in order to be out of the classroom at any time. Failure to comply may result in disciplinary action.

Passing Periods

The expectation of students during passing periods is to move from one class to another efficiently. Students may stop at their lockers to get new materials, get a drink, or use the washroom. Students are not allowed to congregate in the halls or cause any other general disturbance. Students may not use passing periods to visit other areas of the building without a pass from a staff member. Failure to comply may result in disciplinary action.

Pesticide Notification

District buildings receive a monthly pesticides application on their interior spaces and receive a fertilization application during non-attendance months on exterior grounds. If you would like further

information on the schedule of these applications, please contact the Facilities Manager, Mr. Keith Depperschmidt at 847-245-8014.

Public Communication, Suggestions and Complaints: (Policy # 8:110)

Any individual may make a suggestion, express an opinion, or register a complaint at any District or school office, except that complaints against teachers, support staff, or administrators shall be addressed as outlined below. All suggestions and/or complaints will be referred to the appropriate level staff member or District administrator who is more able to respond in a timely manner. Each suggestion or complaint shall be considered on its merit.

Parent-Staff Communications

Good communication between parents and staff is important to the educational success of students and is encouraged. Teachers and administrators will respond to reasonable parental inquiries in a timely and professional manner. Parents' inquiries, suggestions, requests, and/or concerns, including those made via e-mail, are expected to be courteous and respectful and shall not be communicated in a way that harasses, threatens, abuses, disrupts, or verbally offends District staff. If a parent acts in a harassing, threatening, abusive, disruptive, or verbally offensive manner, the District reserves the right to restrict the parent's access to staff and/or school property and may direct its staff to avoid further communication with the parent.

Respect

All members of the school community are expected to be respectful to each other at all times. **Disrespectful, demeaning or discourteous non-verbal or verbal actions or words will not be tolerated toward any member of the school community.**

Reward Activities

It is the philosophy of the middle school staff that students should be rewarded for their efforts. Several times during the year special events are planned for those who meet all eligibility requirements.

Safety: (Policy #4:170)\Safety Program

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information. The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. The term "physical fitness facility" excludes any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than the employees of the school. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate designee must conduct a law enforcement drill during the academic year. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building. In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

- **Convicted Child Sex Offender and Notification Laws:** State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. The offender received permission to be present from the Board of Education, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

- The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Child Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.
- **Unsafe School Choice Option:** The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:
 1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
 2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event. The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

School Environment

A positive environment for learning is a clean and attractive building. Students are expected to keep the building, grounds, and buses clean by disposing of litter in appropriate waste/recycling containers. In the cafeteria students must return trays and dishes, clean the table and floor, and properly dispose of waste. Students are to routinely clean classrooms, hallways, and lockers. Students will also refrain from littering when engaged in school activities away from school grounds.

Scholarship

Lake Villa School District #41 accepts donations to the education fund toward providing college scholarships to deserving students.

School Visitation Rights Act

The Visitation Rights Act became effective July 1, 1993. This act makes it mandatory for private employers, local governments, and school districts to permit employees unpaid time off from work to attend educational/behavioral conferences for their children at school, if the employer has at least 50 employees. Additionally, schools are to make evening times available for regularly scheduled, non-emergency visitations (i.e. Parent/Guardian-Teacher conferences). A complete copy of the law, along with a visitation form that can be used to verify your visit, is available in the school office.

Sex Equity: (Policy #7:10)

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a

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

Snacks

No food/beverage is permitted in the hallways or classroom. Monitored snacks can be consumed only under staff supervision. We encourage students to bring only healthy snacks to school.

Student Pictures

Professional student pictures are taken two times per year. Purchase of picture packages is optional, but we ask that all students have their pictures taken in the fall so we can use them for I.D., library book checkout, and yearbook.

Student Records: (Policy #7:340)

Federal and Illinois law, as well as the Board of Education's Student Records Policy and administrative procedures, govern the maintenance of, access to, and release of student records. The Board Policy and procedures are available upon request from the Office of the Superintendent. The District maintains both a permanent and temporary record for each student. The permanent record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's academic transcript, attendance record, accident reports, health record, and a record of release of this information. The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must contain a record of release of information contained in the temporary record, scores received on the Illinois assessment tests, a completed home language survey, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, biometric information, and information regarding an indicated report of child abuse. A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records, except as limited by the Policy or by law. (Parents/guardians against whom an order of protection has been issued do not have any right to access or inspect their child's student records.) A student has the right to inspect or copy his or her permanent record. To review the student's record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee of \$.25 per page for copies of the record. This fee will be waived if the parent is unable to pay. The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection, the location or address of the petitioner for the order of protection, or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the *Illinois Domestic Violence Act of 1986* shall have any right of access to, or inspection of, the school records of that student. The District may be required to release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

- (1) to a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student. A District official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational or administrative interest if the official needs to review an education record in order to fulfill his or her professional responsibility,
- (2) to any person for the purpose of anonymous research, statistical reporting or planning,
- (3) in an emergency situation, if necessary to protect people's health and safety,
- (4) in connection with a student's application for or receipt of financial aid,
- (5) during an audit or evaluation of federally-supported education programs,

- (6) as allowed under the Serious Habitual Offender's Compensation Action Program,
- (7) to a governmental agency for the investigation of a student's school attendance,
- (8) if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released,
- (9) upon receipt of a valid *ex parte* court order allowing the Attorney General or his/her designee to have the right to collect, retain, disseminate or use a student's school records relevant to an authorized investigation or prosecution of the offense of the federal crime of terrorism, or domestic or international terrorism;
- (10) to accrediting organizations in order to carry out their accrediting functions, or
- (11) to the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs.

The District may also be required to release student records without parental consent to the following individuals or in the following circumstances, as long as parents/guardians are first notified of their right to inspect, copy or challenge the contents of the records to be released:

- (1) to the records custodian of a school to which the student is transferring
- (2) pursuant to a court order (including subpoena);
- (3) to any person as specifically required by law;
- (4) to a court, without a court order or subpoena, if the District initiates legal action against a parent or student, or a parent or eligible student initiates legal action against the District; or
- (5) pursuant to a reciprocal reporting agreement, or to juvenile justice authorities when necessary to complete their official duties.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records. A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; and (2) references to expulsions or out-of-school suspensions (if the challenge to expulsions or suspensions is made at the time of a student transfer). Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, or violative of the student's privacy rights. The District's Student Records Policy and procedures provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Superintendent. Board Policy also provides time lines for the destruction of student records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for at least sixty (60) years after the student leaves the District. Temporary records are kept for at least five (5) years after the student leaves the District. Student records are reviewed by the District every four (4) years or when a student changes attendance centers to eliminate out-of-date, misleading, inaccurate, unnecessary, or irrelevant information. A parent has the right to copy any information contained in a student record that is proposed to be destroyed. As authorized by law, the Board has designated certain information as "Directory Information." Directory Information consists of identifying information, including the student's name, address, gender, grade level, birth date and birthplace, academic awards and honors, information relating to school-sponsored activities, organizations, and athletics, period of attendance in the school, and his/her parent's names and addresses. This information will be released to the general public from time to time, including by way of a PTO school directory to be issued annually, and a student yearbook to be issued in May/June.. If a parent wants to prohibit or limit the District/PTO's release of any or all of his/her child's Directory Information, the parent must inform the District in writing by September 15th of the current school year that information concerning his/her child should not be released, or that the parent desires that some or all of this information not be designated as Directory Information. Finally, no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or regulations. If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

Student and Family Privacy Rights: (Policy #7:15)

Federal and Illinois law and Board Policy afford parents (and students who have attained the age of 18) certain rights regarding schools' conducting of surveys, collection and use of protected information or information for marketing purposes, administration of certain physical exams, and use of instructional materials. These include the following notice, inspection, and consent rights.

- **Instructional Material:** Parents have a right to inspect any instructional material used as part of their child's educational curriculum. Parents should submit their written request for access to inspect to the Principal.
- **Third Party Surveys:** Parents have a right to inspect every survey or evaluation created by someone outside the District that is intended to be administered to students in the District. Parents will be notified via handout, with an opt out option, of any upcoming third party surveys and provided a reasonable period of time within which to request access to inspect the survey. Parents should submit their written request for access to inspect to the Principal.
- **Survey Requesting Personal Information:** Parents must be notified, and their consent must be obtained, before students are required to submit to a survey that concerns one or more of the following protected areas:
 - Political affiliations or beliefs of the student or the student's parent/guardian;
 - Mental or psychological problems of the student or the student's family;
 - Behavior or attitudes about sex;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom students have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or the parents/guardians; or
 - Income (other than as required by law to determine program eligibility).Parents will be notified via handout, with an opt out option, of any upcoming protected information surveys and provided a reasonable period of time within which to request access to inspect the survey. Parents should submit their written request for access to inspect to the Principal.
- **Physical Exams or Screenings:** Parents must be notified in writing prior to submitting their child to one of the following physical exams or screenings: (1) any non-emergency, invasive physical exam or screening required as a condition of attendance that is administered by the school or its agent, except for any hearing, vision, or scoliosis screenings; (2) any physical exam or screening permitted or required under State law or authorized by Board policy; or (3) an evaluation administered in accordance with the Individuals with Disabilities Education Act (IDEA). Parents who object to the administration of any such exam or screening may opt their child out of the exam or screening by submitting a written request to the Principal at least one day prior to the scheduled date of administration.
- Parents/guardians who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Supplies

A list of school supplies is provided during registration. We ask that students not bring anything that is not on the supply list or approved by the teacher. Additional items may be added by teachers throughout the year.

Telephone Use

In order to protect the learning environment, students are not allowed to use the District's phones unless given permission by an administrator, nurse, or teacher. Please talk with your child before and after school so as to make necessary arrangements with your child before he/she comes to school so that

communication will not be necessary during the school day. If your child has forgotten something, please leave it with the secretaries, and they will do their best to contact the child. It is our goal to protect the learning environment from unnecessary disruptions.

Textbooks

The subject teacher will distribute all textbooks in a timely fashion. The teacher will keep a record of each textbook assignment. **At the end of the year, students must return the same textbook as was assigned to them at the start of the year or pay for the replacement of the book, which ranges from \$20.00 to \$80.00.** The student should write his or her name in every book received. A place is provided for this purpose. Textbook substitutes such as instructional computer software, and consumable science kits are provided free of charge.

Use of School Equipment and Property

Extreme care should be taken in the use of all school equipment and property. Microscopes, band instruments, physical education equipment, textbooks, lockers, computers, and even chairs and desks should be used with proper care. Student will be held responsible to pay for damages to school property that has been abused.

Visitors to and Conduct on School Property: (Policy #8:30)

The following definitions apply to this policy:

School property - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a Board meeting, school athletic event, or other school-sponsored event

Visitor - Any person other than an enrolled student or District employee. All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period. Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

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

14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

- **Enforcement:** Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.
- **Procedures to Deny Future Admission to School Events or Meetings:** Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:
 1. The date, time, and place of the Board hearing,
 2. A description of the prohibited conduct,
 3. The proposed time period that admission to school events will be denied, and
 4. Instructions on how to waive a hearing.

Volunteers: (Policy #6:250)

We encourage parents/guardians, senior citizens, high school and college students, and others to assist staff members by becoming volunteers. Your talents and skills are needed, not only to tutor students, but to enrich their experiences as well. If you are interested in becoming a volunteer, please notify the office. A Volunteer Information Form and Waiver of Liability needs to be filled out and reviewed by the principal before anyone is permitted to volunteer in the school. Once approved, all volunteers should report to the school office with valid identification, sign in, and wear a visitor's badge. Any unauthorized persons(s) on school property will be reported to authorities.

Waiver of School Fees: (Policy 4:140)

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

- **Notification:** The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.
- **Eligibility Criteria:** A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program. The Superintendent or designee will give additional consideration where one or more of the following factors are present:
 - Illness in the family
 - Unusual expenses such as fire, flood, storm damage, etc.;
 - Unemployment;
 - Emergency situations
 - When one or more of the parents/guardians are involved in a work stoppage.

- **Verification:** The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility. If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.
- **Determination and Appeal:** Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

Web Page

The district #41 Web Page is www.district41.org. Detailed information regarding School Board policies are included on this site. Teacher web pages can also be accessed through this link. We encourage parents/guardians to visit these pages regularly.

Withdrawing a Student

If you need to withdraw your child from school, you need to come into the school office to complete the proper paperwork, including a Student Transfer Form.

VI. PHYSICAL EDUCATION & INTERSCHOLASTIC SPORTS

GYM SUITS

- Gym suits are to be worn in all P.E. classes.
- No nicknames, drawings, tears or rips will be allowed on your shirt or shorts.
- If any of these occur you will be required to repair or buy another shirt or shorts.
- Your first and last name should be on your shirt and your shorts with PERMANENT MARKER.

SOCKS

- Socks are to be worn during class.

SHOES

- We highly recommend inexpensive gym shoes for use in class for our fall and spring outside units.
- NO WORK BOOTS, HIKING BOOTS, SANDALS, OPEN BACK SHOES, PLATFORM, OR FLIP FLOPS.
- For safety reasons, gym shoes are to be worn at all times during class.
- Shoelaces must be tightened and tied during class.

SHORTS

- Shorts are to be worn on the waist per the student handbook rules. "Sagging" your shorts is not permitted.

JEWELRY

- FOR SAFETY REASONS: Students will not be allowed to wear hanging jewelry, rings, or watches in gym class, including, but not limited to, necklaces, bracelets, dangling/hoop earrings, etc.

RENTAL SUITS

- Rental gym suits will be available for students who forget theirs. Students will be charged .25¢ each time they rent a gym suit.

P.E. EXCUSES

- Students who are excused due to illness or injury for one or two days must have a parent note at the **start** of class.
- If the excuse is for more than two days, **a doctor's note is required.**
- Students with medical excuses, (sprained ankle, broken arm, etc.) will be excluded from dressing.
- Any student who is excused for more than five days per trimester without a doctor's note will be required to make up a pre-arranged gym class during the school day.

COLD WEATHER

- Sweatshirts and sweatpants will be needed for the cold weather. Make sure your name is on both items.
- Sweatshirts and sweatpants may be purchased from Brooks Allan & Associates and worn with the gym shirt and/or gym shorts. Black sweatpants, hooded and crew sweatshirts will be available for purchase.

GRADES

- Students who are not completely prepared for class will not participate in class activities and will lose all daily points (Palombi PE Shirt, Palombi PE Shorts, gym shoes.)
- Grades are based on test scores, participation, involvement, attitude and being properly dressed out for class.

P.E. UNITS

Softball (14")

Soccer

Touch Football

Floor Hockey

Basketball

Volleyball

Lacrosse

In-Line Skating

Health and Fitness Testing

Fitness Center (weight training, wall climbing, treadmill, etc.)

Badminton

Recreational and Team Building Games

IMPORTANT THINGS TO REMEMBER

- If your lock is missing, your clothes must be kept in your hall locker.
- **Always lock your locker!!!!**
- Tell no one your combination.
- Have a pair of gym shoes for class only.
- Have sweatshirt and sweatpants for cold weather.
- No gum is allowed at any time.
- Do not place anything of value in your gym locker; take the item to your main locker.

Interscholastic Sports

Palombi Middle School is part of the Northwest Grade School Conference and participates in the following sports:

Coed Soccer
Girls' Softball
Girls' PomPom

Boys & Girls Basketball
Boys' Wrestling
Girls' Cheerleading

Boys & Girls Volleyball
Boys/Girls Track & Field

Palombi is also a member of the IESA and participates in the IESA for Wrestling and Track & Field with student opportunities to qualify for IESA Sectional and State competitions.

Requirements for Participation in Interscholastic Sports

- A \$70.00 sport fee is charged for a student's participation in each competitive sport.
- All athletes who participate in an interscholastic sport will need a current physical (within one calendar year) on file with the school nurse before they compete.
- Students must be both academically and behaviorally eligible on a weekly basis to attend practice or play in games, and have attended at least half day of school on the day of practice or the event.

VII. DIRECTIONS TO NORTHWEST SUBURBAN CONFERENCE SCHOOLS

ANTIOCH UPPER GRADE SCHOOL – 847-838-8300:

Take Rt. 43, 83, or 59 north to Rt. 173. Go west on 173 west of 59 to Tiffany Rd. Turn right, go over the hill and turn left at Highview Drive. Follow road; the school is on the left. **800 Highview Dr. Antioch**

GAVIN SOUTH JR. HIGH SCHOOL– 847-546-2916:

Take Fairfield Rd. south to Rt. 134. Turn right (west) on Rt. 134 about one mile. Turn left at school sigh. (If you got as far as Wilson Rd., you went too far.) **25775 W. Highway 134 Ingleside**

BEACH PARK MIDDLE SCHOOL – 847-596-5860:

Take Hunt Club Rd. north to Wadsworth Road. Turn right onto Wadsworth and proceed to Green Bay Rd. Take a left on Green Bay Road and proceed north. The school is between Kenosha and 21st, just before Rt. 173 on your right side (east.) **40667N. Green Bay Rd. Beach Park**

MAGEE MIDDLE SCHOOL- 847-270-9000 (District Office):

Take Cedar Lake Rd. south from 132 (Grand Avenue) to Hart Rd. (South of Washington.) Turn right into the parking lot just before Hart Rd. **500 N. Cedar Lake Rd.**

ROUND LAKE MIDDLE SCHOOL – 847-270-9400:

Take Cedar Lake Rd. south to Rollins Rd. Turn right on Rollins (west) to Lotus Rd. (stop light and 7-11 store.) Turn right and follow road north to school. **2000 Lotus Dr. Round Lake Heights**

VIKING MIDDLE SCHOOL – 847-336-2108:

Take Grand Ave. east to O'Plaine Rd. Go north on O'Plaine to the stop sign at Old Grand Ave. The school is straight ahead from this intersection. **4460 Grand Ave. Gurnee**

WOODLAND MIDDLE SCHOOL – 847-856-3400:

Take Grand Ave. east to Almond Rd., turn right on Almond to the light at Washington St. Turn in to the parking lot before Washington St. Use the entrance at the southeast corner of the building. The softball field is at the northeast corner of the campus and the soccer field is at the southeast side of the campus. **7000 Washington St. Gurnee**

Student And Parent/Guardian Rights & Responsibilities Contract

Dear Lake Villa District 41 Parents/Guardians:

As a student in Lake Villa District 41, your child is a member of a community of learners. Each member of this community must respect each other and is expected to contribute to making each school a positive, caring environment for all. The contract outlining student/parent rights and responsibilities is located on page 11 within the student handbook. Each classroom teacher has reviewed the contract and discussed with his/her students the goal of creating a positive school climate. Please take the time to read and discuss this contract with your child at home. We believe the mutual commitment of both home and school will help us achieve the goal of making Lake Villa School District 41 schools safe, secure and pleasant places for all who work and learn in our schools. In the event that your child has difficulty meeting the expectations set forth in this contract, your child, you, and District #41 staff will develop an intervention plan specifically designed to meet your child's needs. If you have any questions about the contract and intervention procedures, please feel free to contact your child's school at any time.

We appreciate your support and partnership!

Lake Villa District 41 Staff

We have read and discussed the Student Rights and Responsibilities Contract and understand the importance of a home-school partnership in maintaining Lake Villa District 41 Schools as safe, secure and pleasant places to learn.

Parent/Guardian Signature

Date

Student's Signature

Date

Bus Riding Agreement

Dear Parents/Guardians:

The bus service that is provided to District #41 students is a privilege that is earned and not guaranteed. Students that continue to misbehave while riding the bus to and from school will be written up. Parents/Guardians will be notified and continued infractions of bus safety rules will result in the students losing their bus riding privileges.

The driver's primary job while operating these vehicles is to get your son/daughter safely to and from school. When children are not following safety rules, and causing disturbances, the driver loses focus on the road and has to turn his/her attention to the misbehavior that is occurring on the bus. For the safety of everyone's child the following rules will be strictly enforced.

1. Students must remain seated when on the bus; they must be seated in a normal sitting position facing forward.
2. There will be no food or drink consumption taking place on the bus; this includes gum chewing.
3. Electronic devices will not be used when riding the bus; headphones or ear buds will not be allowed when riding the bus.
4. Students must listen and follow all driver directions.
5. Students will not scream or use loud voices when riding the bus.
6. Students will remain quiet when the bus is crossing train tracks.
7. Students will not stick their hands or heads out of the bus windows.
8. Students will not throw anything out of the bus windows.
9. Students will not damage the bus; any damage will be the responsibility of the student's parent/guardian for replacement cost.
10. Students will not be argumentative, disrespectful, or use foul language towards the drivers of the bus.
11. Students will follow all school rules when riding the bus; failure to follow these rules will result in disciplinary action.

Students that have been written up and continue to endanger the lives of others by causing disturbances with poor bus behavior will be forced to find other transportation to school for a period of time to be determined by the school administration.

I have reviewed this page with my child and understand the implications of bus rule violations. I understand that if my child is written up for bus misbehavior and continues to misbehave while riding the bus, he/she will lose his/her riding privileges and I will be forced to find alternative transportation for him/her to and from school.

Parent/Guardian Signature

Date

Student's Signature

Date

STUDENTS AND PARENTS/GUARDIANS ARE REQUIRED TO REVIEW THE INFORMATION IN THIS HANDBOOK AND TO SIGN BELOW INDICATING THAT THE INFORMATION WAS REVIEWED AT HOME.

It is extremely important for the parent(s)/guardian(s) and the student to review the Handbook and understand its contents. If you have any questions concerning its contents, please contact the Dean of Students at 847-245-8073.

I understand that the complete student handbook is available on the District website. _____(initial)

I have reviewed and signed the Discipline Policy and Interventions with my child. _____(initial)

I have reviewed and signed the bus riding agreement with my child. _____(initial)

I have reviewed the Physical Education rules & requirements with my child. _____(initial)

Your signature below acknowledges that you received and reviewed the Handbook and have been given an opportunity to request clarification. The administration will provide clarification on any Handbook topic. This form constitutes acknowledgment of your receipt and understanding of the Handbook and its contents and of your agreement to abide by District policies and rules.

Parent/Guardian Signature

Date

Student Signature

Date

Advisor

Students are required to carry the Handbook with them at all times and must replace a lost one at their own expense (\$8.00).

This form needs to be initialed off, signed and reviewed by the student's advisory teacher by Monday of the first full week of school (August 29, 2011).