

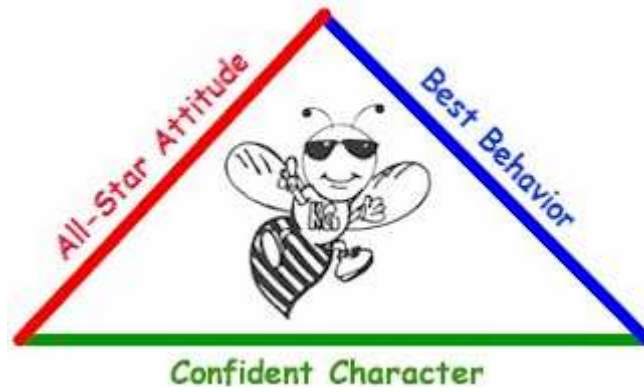
**District #91**  
**Lockport Elementary Schools**  
[www.d91.net](http://www.d91.net)

**Kelvin Grove School**

4-5 Intermediate Grades  
6-8 Middle School

808 Adams Street  
Lockport, Illinois 60441  
(815) 838-0737

*"EDUCATION IS OUR CONNECTION TO THE FUTURE"*



**Parent~Student~Teacher Handbook**  
**2011-2012**

## **BOARD OF EDUCATION MEMBERS**

Ana Lopez-Caneva, President  
Rob Maida, Vice-President

Bev Carlock  
Gloria Gory  
Jeff Howell  
Debbie Jerrick  
Marge Otis

## **DISTRICT ADMINISTRATORS**

Superintendent of Schools  
Mrs. Donna J. Gray

Kelvin Grove Principal  
Mr. Scott Pritchard

Milne Grove Principal  
Mrs. Jaime Koziol

This handbook is only a summary of Board of Education Policies governing the district.

All Board policies can be found at:

[www.d91.net/SchoolBoard/Policy/Default.htm](http://www.d91.net/SchoolBoard/Policy/Default.htm)

All District 91 Staff will follow and implement Board of Education policies.

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**Academic Achievement**

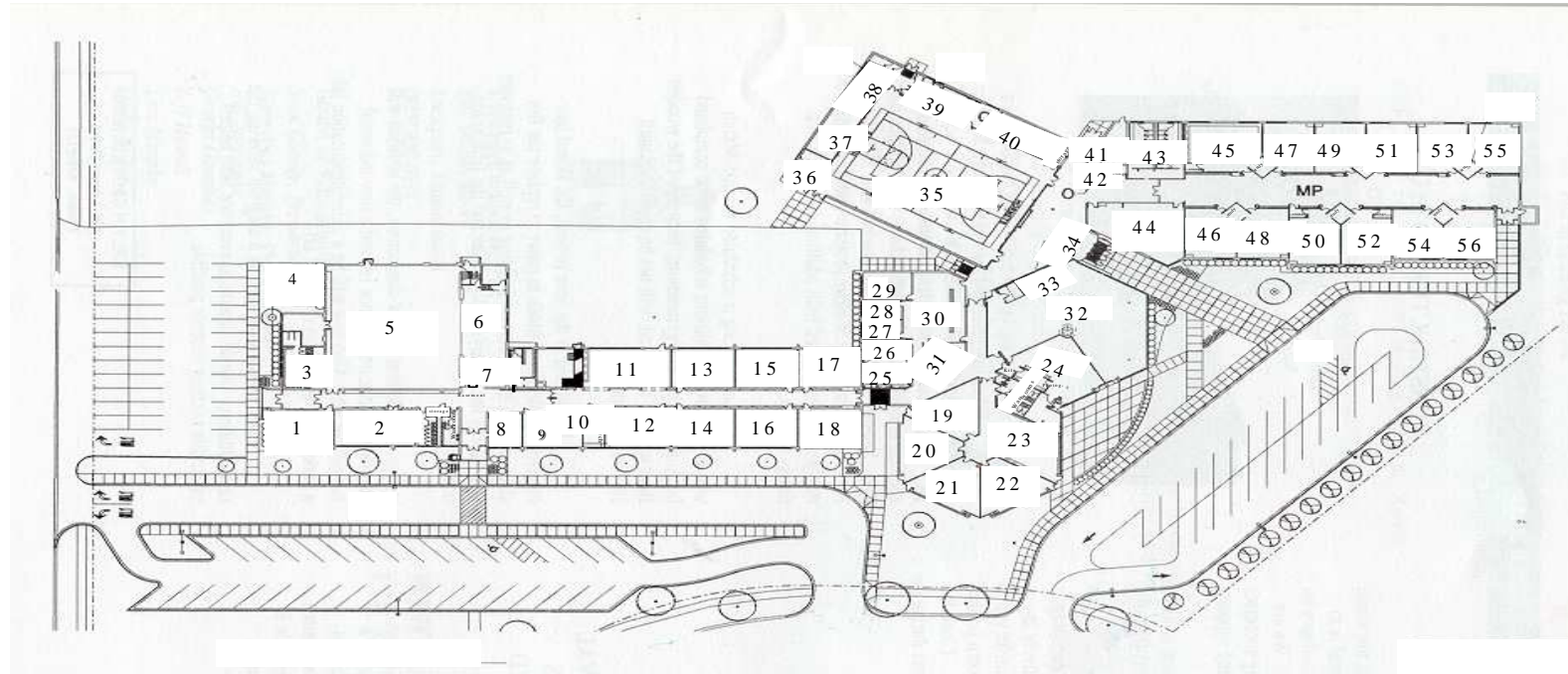
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\*\*\*Addendums may be made to the student handbook throughout the year in order to correspond with changes in school policy and state law.

## BUILDING MAP



1 Mrs. Randolph - Music	11 Fitness Center	21 LASEC	31 Nurse	41 Mrs. Henderson – Student Counselor	
2 Band – Mrs. Plagman	12 Mrs. Carpenter – SC Resource	22 Title 1 Reading / Resource	32 Mrs. Bruemmer LRC	42 Dr. Swayne – Student Assessment Center	
3 Girl’s LR	13 Mrs. Peil – 4th	23 MP Room	33 Library Workroom	43 Student Bathrooms	
4 Coach’s Office – Mr. MacFarlane	14 Mrs. Brock – 4th	24 Mrs. Cravens - Art	34 Main Entrance	44 Mrs. Wilson – Computer Exploratory	
5 Small Gymnasium	15 Mrs. Kurczak – 4th	25 Faculty Center	35 Gym/Student Dining	45 Mrs. Prieboy - 7 <sup>th</sup>	51 Ms. Freeman 6 <sup>th</sup>
6 Technology Workroom	16 Mrs. Farina – 5th	26 Student Coordinator’s Office	36 Mrs. Shew - Kitchen	46 Miss. Anderson 6th	52 Mrs. Stateman - 8 <sup>th</sup>
7 Boy’s LR	17 Mrs. Hodkowski	27 Mr. Pritchard Principal	37 Storage	47 Mr. Lindstrom – 6 <sup>th</sup>	53 Mrs. Soulian - 7th
8 Mr. Spencer – SPED Coordinator	18 Ms. Mackey – 5th	28 Mrs. Walsh – Bookkeeper	38 Girl’s LR	48 LASEC – Mrs. Harder	54 Mrs. Forristall – 8th
9 Chorus	19 Computer Lab 4 <sup>th</sup> 5th	29 Mrs. Gray – Superintendent	39 Boy’s LR	49 Mrs. Dickson – 7th	55 Storage
10 Speech – Mrs. Skoczek	20 Mrs. Ditter SPED Resource	30 Mrs. O’Brien Mrs. Wilson (Main Office)	40A Coaches’ Office 40B Storage	50 Mrs. Lawrence– 8th	56 Mrs. Waxweiler – SPED Resource

\*\* Actual Room Numbers Are Different Than Those on The Map Key. \*\*

## August 2011

S	M	T	W	TH	F	S
	1	2	3 In-Person Registration Day 2pm-6pm	4 In-Person Registration Day 9am-2pm	5	6
7	8	9 <b>Board of Education Mtg 7:30 pm</b> GSB at Beecher 10am	10 GSB vs OP 10am	11	12 GSB at Glenside Tourney	13 GSB at Glenside Tourney
14	15	16 BB vs St. Paul 4:15pm	17 GSB at Summit Hill 4pm	18	19	20 BB vs Summit Hill at 10am & vs Troy at 11:30am both at SHJH
21	22 <b>Teachers' Institute Day NO SCHOOL</b> BB/SB at Fairmont 4:15	23 <b>Teachers' Institute Day NO SCHOOL</b>	24 <b>First Day of School 11:30 Dismissal</b> GSB vs Hickory Creek 4pm	25 First Day for Kindergarten GSB at Homer 4:15	26 BB vs OP 4:15pm GSB vs Coal City 4:15pm	27
28	29 BB/SB vs Laraway 4:15	30 KG Parent Expectation Night BB/SB vs Monge 4:15	31 Sports Physicals 8:30am			

## September 2011

S	M	T	W	TH	F	S
				1 Milne Grove Expectation Night BB/SB vs Richland 4:15	2 GSB at OP 4:15	3 GSB Tag Day
4	5 <b>Labor Day NO SCHOOL</b>	6 GSB vs Homer 4pm Beginning Band Night 5:30-7:30	7 IESA SB Regionals-TBA BB at OP 4:15 Pizza Hut Night 4-8pm	8 BB at Taft 4:15	9	10 IESA SB Regionals-TBA
11	12 IESA SB Regionals-TBA Band Apparel Sales Begin	13 <b>Board of Education Mtg 7:30 pm</b> IESA BB Regionals-TBA GSB at Taft 4:15pm Band/Chorus Parent Mtg 6pm	14 BB vs Union 4:15	15 <b>School Improvement Day 11:30 Dismissal</b> BB/SB at Monge 4:15	16 BB/SB at Richland 4:15 LTHS Marching Band Event- TBA	17 IESA SB Sectional TBA IESA BB Regional TBA
18	19 IESA BB Regional TBA	20	21	22 BB/SB vs Rockdale 4:15 GBB Back 2 School Dance 7-9pm	23 <b>Midterm</b> IESA SB State TBA	24 PTO 5K 8am IESA SB State TBA IESA BB Sectional TBA
25	26 <b>Fall Picture Day</b> GBB Tryouts	27 SB Allstar Game at LTHS 4:15 GBB Tryouts	28 GBB Tryouts	29 BB Allstar Game at Dellwood 4:15	30 <b>Progress Reports Distributed</b> IESA BB State TBA Band Apparel Sale Ends	

## October 2011

S	M	T	W	TH	F	S
						<b>1</b> IESA BB State TBA IMEA District Auditions TBA
<b>2</b>	<b>3</b> GBB at Homer 4:15	<b>4</b>	<b>5</b> Pizza Hut Night 4-8pm	<b>6</b>	<b>7</b> <b>School Improvement Day 11:30 Dismissal</b>	<b>8</b>
<b>9</b>	<b>10</b> <b>Columbus Day NO SCHOOL</b>	<b>11</b> <b>Board of Education Mtg 7:30 pm</b> GBB at OP 4:15	<b>12</b>	<b>13</b> GBB at Hickory Creek 4pm	<b>14</b> Band/Chorus Tag Day GBB at Summit Hill 4pm	<b>15</b> Band/Chorus Tag Day
<b>16</b>	<b>17</b> GBB vs Laraway 4:15	<b>18</b> GBB vs Homer 4pm	<b>19</b> GBB vs Taft 4:15	<b>20</b> Fall Band Concert/Cold Stone Social 7pm	<b>21</b> GBB at Richland 4:15 Chorus Pictures	<b>22</b>
<b>23</b>	<b>24</b> GBB vs Prairie Hills 4:30	<b>25</b> GBB at Monge 4:15 Music Ads Due	<b>26</b>	<b>27</b> GBB vs Union 4:15	<b>28</b> <b>End of Quarter</b>	<b>29</b>
<b>30</b>	<b>31</b>					

## November 2011

S	M	T	W	TH	F	S
		<b>1</b> GBB at Richland 4:30	<b>2</b> GBB at Fairmont 4:15 Pizza Hut Night 4-8pm Jr. Beta Induction 7pm	<b>3</b> GBB vs Rockdale 4:15	<b>4</b> <b>Report Cards Distributed</b>	<b>5</b> IMEA Band/Chorus Festival
<b>6</b>	<b>7</b> GBB at Laraway 4:15	<b>8</b> <b>Board of Education Mtg 7:30 pm</b> GBB at Rockdale 4:15	<b>9</b> GBB at Washington 4:30	<b>10</b> <b>Parent/Teacher Conferences 1pm-7pm</b> BBB at Summit Hill 4pm	<b>11</b> <b>Parent/Teacher Conferences 8am-3pm</b>	<b>12</b> IMEA Jazz Festival
<b>13</b>	<b>14</b> BBB at Rockdale 4:15	<b>15</b> GBB vs Richland 4:15	<b>16</b> Fall Picture Retakes BBB vs Homer 4pm GBB vs Washington 4:30	<b>17</b> Solo & Ensemble 5:30 GBB vs OP 4:15	<b>18</b> BBB vs Fairmont 4:15	<b>19</b> IESA 7GBB Regionals TBA
<b>20</b> Cheer Competition at WHS	<b>21</b> BBB at Union 4:15 IESA 7GBB Regionals TBA Poinsettia Sale	<b>22</b> IESA 7GBB Regionals TBA	<b>23</b> <b>No School</b> IESA 7GBB Regionals TBA	<b>24</b> <b>Thanksgiving NO SCHOOL</b>	<b>25</b> <b>NO SCHOOL</b>	<b>26</b>
<b>27</b>	<b>28</b> IESA 8GBB Regionals TBA	<b>29</b> BBB vs Monge 4:15 IESA 8GBB Regionals TBA	<b>30</b> IESA 7GBB Sectional TBA			

## December 2011

S	M	T	W	TH	F	S
				<b>1</b> BBB at OP 4pm IESA 8GBB Regionals TBA	<b>2</b> <b>Midterm</b> Poinsettia Sale Ends	<b>3</b> IESA 7GBB State TBA
<b>4</b> Cheer Competition at Sandburg HS	<b>5</b>	<b>6</b>	<b>7</b> IESA 8GBB Sectional TBA Pizza Hut Night 4-8pm	<b>8</b> BBB avs Taft 4:15 IESA 7GBB State TBA	<b>9</b> <b>Progress</b> <b>Reports</b> <b>Distributed</b>	<b>10</b> IESA 7GBB State TBA
<b>11</b>	<b>12</b> BBB vs Manhattan 4pm GBB Allstar Game TBA	<b>13</b> <b>Board of</b> <b>Education Mtg</b> <b>7:30 pm</b> BBB vs Richland 4:15	<b>14</b> BBB at Hickory Creek 4pm 7GVB Tryouts Winter Band & Chorus Concert & Bake Sale 7pm	<b>15</b> BBB at Laraway 4:15 7GVB Tryouts 7am IESA 8GBB State TBA	<b>16</b>	<b>17</b>
<b>18</b> Cheer Competition at JTW	<b>19</b> BBB vs Laraway 4:15	<b>20</b> BBB at Martino 4pm	<b>21</b>	<b>22</b> <b>Winter Break</b> <b>NO SCHOOL</b>	<b>23</b> <b>Winter Break</b> <b>NO SCHOOL</b>	<b>24</b>
<b>25</b>	<b>26</b> <b>Winter Break</b> <b>NO SCHOOL</b>	<b>27</b> <b>Winter Break</b> <b>NO SCHOOL</b>	<b>28</b> <b>Winter Break</b> <b>NO SCHOOL</b>	<b>29</b> <b>Winter Break</b> <b>NO SCHOOL</b>	<b>30</b> <b>Winter Break</b> <b>NO SCHOOL</b>	<b>31</b>

## January 2012

S	M	T	W	TH	F	S
<b>1</b>	<b>2</b> <b>Winter Break</b> <b>NO SCHOOL</b>	<b>3</b> <b>Winter Break</b> <b>NO SCHOOL</b>	<b>4</b> Pizza Hut Night 4-8pm	<b>5</b> Graduation Pictures/Cap & Gown	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> <b>Board of</b> <b>Education Mtg</b> <b>7:30 pm</b> BBB at Richland 4:15	<b>11</b> 8 <sup>th</sup> gr. Band Step up Day GVB vs Richland 4:15	<b>12</b>	<b>13</b> <b>End of Quarter</b>	<b>14</b> Cheer Competition at LWC
<b>15</b>	<b>16</b> <b>Dr. MLK's</b> <b>Birthdays</b> <b>No School</b>	<b>17</b> GVB at Monge 4:15 BBB vs OP 4pm	<b>18</b> BBB at Fairmont 4:15	<b>19</b> GVB vs Union 4:15	<b>20</b> <b>Report Cards</b> <b>Distributed</b>	<b>21</b> IESA State Cheer Competition in Peoria IESA 7BBB Regionals TBA
<b>22</b>	<b>23</b> GVB at Fairmont 4:15 IESA 7BBB Regionals TBA	<b>24</b> IESA 7BBB Regionals TBA	<b>25</b> IESA 7BBB Regionals TBA	<b>26</b> IESA 7BBB Regionals TBA	<b>27</b> GVB vs Rockdale 4:15	<b>28</b> IESA 8BBB Regionals TBA
<b>29</b>	<b>30</b> GVB vs OP 4pm IESA 8BBB Regionals TBA	<b>31</b> GVB at Martino 4:30 IESA 8BBB Regionals TBA				

## February 2012

S	M	T	W	TH	F	S
			<b>1</b> GVB at Laraway 4:15 IESA 7BBB Sectional TBA Pizza Hut Night 4-8pm	<b>2</b> <b>School Improvement Day 11:30 Dismissal</b> IESA 8BBB Regionals TBA	<b>3</b> GVB at Homer 4:15 Band Lock-In	<b>4</b> IESA 7BBB State TBA
<b>5</b>	<b>6</b> GVB at Beecher 4:30 BVB Tryouts	<b>7</b> GVB at Taft 4:15 BVB Tryouts	<b>8</b> IESA 8BBB Sectional TBA	<b>9</b> GVB at Richland 4:15 IESA 7BBB State TBA	<b>10</b> <b>Midterm</b> V-Day Dance 7GVB at Homer Tourney TBA	<b>11</b> IESA 8BBB State TBA
<b>12</b>	<b>13</b> BBB Allstar Game TBA BVB at Elwood GVB vs Manhattan 4:30	<b>14</b> <b>Board of Education Mtg 7:30 pm</b> GVB vs Laraway 4:15	<b>15</b> GVB at OP 4pm	<b>16</b> BVB at Union 4:15 GVB vs Hickory Creek 4pm IESA 8BBB State TBA	<b>17</b> <b>Progress Reports Distributed</b>	<b>18</b>
<b>19</b>	<b>20</b> <b>Presidents' Day</b> <b>No School</b>	<b>21</b> BVB at Richland 4:15	<b>22</b> Spring Picture Day at KG GVB at Rockdale 4:15	<b>23</b> BVB vs Fairmont 4:15 LTHS Band Festival 7pm	<b>24</b>	<b>25</b> IESA 7GVB Regionals TBA
<b>26</b>	<b>27</b> IESA 7GVB Regionals TBA	<b>28</b> BVB vs OP 4:15 IESA 7GVB Regionals TBA	<b>29</b> IESA 7GVB Regionals TBA			

## March 2012

S	M	T	W	TH	F	S
				<b>1</b> BVB vs Laraway 4:15 Spring Band Concert 7pm IESA 7GVB Regionals TBA	<b>2</b> <b>Teachers' Institute Day</b> <b>No School</b>	<b>3</b> IESA 8GVB Regionals TBA
<b>4</b>	<b>5</b> <b>ISAT Testing</b> IESA 7GVB Sectional TBA	<b>6</b> <b>ISAT Testing</b> IESA 8GVB Regionals TBA	<b>7</b> <b>ISAT Testing</b> IESA 8GVB Regionals TBA BVB at Taft 4:15 Pizza Hut Night 4-8pm	<b>8</b> <b>ISAT Testing</b> IESA 8GVB Regionals TBA BVB vs Elwood 4:15	<b>9</b> <b>ISAT Testing</b>	<b>10</b> IESA 7GVB State TBA IGSMA Band Contest TBA
<b>11</b>	<b>12</b> <b>ISAT Make Up Testing</b> BVB at Monge 4:15 IESA 8GVB Sectional TBA	<b>13</b> <b>ISAT Make Up Testing Board of Education Mtg 7:30 pm</b> IESA 7GVB State TBA	<b>14</b> <b>ISAT Make Up Testing</b> BVB vs Rockdale 4:15	<b>15</b> <b>ISAT Make Up Testing</b>	<b>16</b> <b>ISAT Make Up Testing</b> <b>End of Quarter</b>	<b>17</b> IESA 8GVB State TBA
<b>18</b>	<b>19</b> BVB at OP 4:15	<b>20</b> IESA 8GVB State TBA	<b>21</b> BVB at Taft 4:15 Spring Dance	<b>22</b> GVB Allstar Game TBA	<b>23</b> <b>Report Cards Distributed</b> <b>School Improvement Day 11:30 Dismissal</b> BVB vs Richland 4:15	<b>24</b>
<b>25</b>	<b>26</b> <b>Spring Break</b> <b>No School</b>	<b>27</b> <b>Spring Break</b> <b>No School</b>	<b>28</b> <b>Spring Break</b> <b>No School</b>	<b>29</b> <b>Spring Break</b> <b>No School</b>	<b>30</b> <b>Spring Break</b> <b>No School</b>	<b>31</b>

## April 2012

S	M	T	W	TH	F	S
1	2 PE Skating Track Begins	3 PE Skating	4 PE Skating Pizza Hut Night 4-8pm	5 PE Skating	6 <b>No School</b>	7
8	9 <b>No School</b>	10 <b>Board of Education Mtg 7:30 pm</b> PE Skating BVB Allstar Game TBA	11	12	13	14
15	16	17 7 <sup>th</sup> Grade Frog Dissection	18 7 <sup>th</sup> Grade Frog Dissection	19 7 <sup>th</sup> Grade Frog Dissection	20 <b>Midterm Band/Chorus Tag Day</b>	21 Band/Chorus Tag Day
22	23	24	25 <b>School Improvement Day 11:30 Dismissal</b>	26	27 <b>Progress Reports Distributed</b>	28 IGSMA Band & Chorus State TBA
29	30					

## May 2012

S	M	T	W	TH	F	S
		1	2 Pizza Hut Night 4-8pm	3 Conference Track Meet 3:45pm	4 Band Superstate TBA	5
6	7	8 <b>Board of Education Mtg 7:30 pm</b>	9 7 <sup>th</sup> Grade ELC Field Trip	10 Band Recognition Concert & Cold Stone Social 7pm	11	12
13	14	15	16	17 <b>School Improvement Day 11:30 Dismissal</b>	18 Jr. Beta Field Trip	19
20	21 7 <sup>th</sup> Grade Zoo Field Trip Band/Chorus Parent Mtg 6pm	22	23	24	25 MG Field Day	26
27	28 <b>Memorial Day No School</b>	29	30 <i>Projected Last Day of Student Attendance 11:30 dismissal Report Cards &amp; Yearbooks distributed</i>	31 <b>Teachers' Institute Day No School</b>		

## June 2012

S	M	T	W	TH	F	S
					<b>1</b> No School	<b>2</b>
<b>3</b>	<b>4</b> <i>Emergency School Day</i>	<b>5</b> <i>Emergency School Day</i>	<b>6</b> <i>Emergency School Day</i>	<b>7</b> <i>Emergency School Day</i>	<b>8</b> <i>Emergency School Day</i>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> Board of Education Mtg 7:30 pm	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

Please note that Emergency School Days will be used, if needed, to make up for emergency closing days. Keep up to date on all events and any necessary changes on our website: [www.d91.net](http://www.d91.net)

The District 91 Board of Education normally meets on the second Tuesday of each month at 7:30 p.m. in the LRC at Kelvin Grove.

Please be aware that changes may be necessary during the course of the school year. Always keep up to date at our District web page: [www.d91.net](http://www.d91.net).

## KELVIN GROVE STAFF

**District Superintendent** ..... Mrs. Gray

**KG Principal** ..... Mr. Pritchard

### **4<sup>th</sup> Grade Team**

Mrs. Brock  
Mrs. Kurczak  
Mrs. Peil

### **5<sup>th</sup> Grade Team**

Mrs. Farina  
Mrs. Hodkowski  
Ms. Mackey

### **6<sup>th</sup> Grade Team**

Miss Anderson  
Ms. Freeman  
Mr. Lindstrom

### **7<sup>th</sup> Grade Team**

Mrs. Dickson  
Mrs. Prieboy  
Mrs. Soulian

### **8<sup>th</sup> Grade Team**

Mrs. Forristall  
Mrs. Lawrence  
Mrs. Stateman

### **Physical Education**

Ms. Anderson  
Mr. MacFarlane  
Mrs. Prieboy

### **Band Music Art**

Mrs. Plagman  
Mrs. Randolph  
Mrs. Cravens

### **Special Education Staff SC Special Education Instructional Staff**

Mrs. Carpenter  
Mrs. Ditter  
Mrs. Waxweiler

### **Speech Therapist Student Counselor School Psychologist/RTI Coordinator Student Nurse**

Mrs. Skoczek  
Mrs. Henderson  
Dr. Swayne  
Mrs. Maida

### **Superintendent's Secretary / Bookkeeper Principal's Secretary District Secretary**

Mrs. Walsh  
Mrs. Krumlind  
Mrs. O'Brien

### **Student Media Specialist**

Mrs. Bruemmer

### **Student Advisor 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>**

Mrs. Wilson

### **Technology Coordinator**

Mrs. Wilson

### **Student Dining Coordinator**

Mrs. Shew

### **Building Custodian**

Mr. Glasscock  
Mr. Sellers

### **Director of Building and Grounds**

Mr. Pierson

## **MISSION STATEMENT**

We believe that ALL students can be successful in school. It is the mission of Milne-Kelvin Grove School District 91 to provide a supportive environment for learning in which students acquire knowledge and skills, develop a healthy self-image, demonstrate positive social behaviors, as well as acknowledge and respect ethnic and cultural diversity. We expect students to become life-long learners and productive citizens.

## **EDUCATIONAL PHILOSOPHY**

A primary function of the Board of Education in District 91 is to provide educational programs for each student, giving them the opportunity to develop to their fullest capacity in the areas of mental, physical and emotional needs.

We also feel that the following goal statements represent the outcomes for a well-rounded education for District 91 students. Students will be provided the opportunity to:

- attain (commensurate with cognitive abilities) optimum proficiency in reading, writing, listening, speaking, social studies, and math skills, both computational and problem solving.
- develop an understanding of self, personality, strengths, weaknesses, physical well-being, and general capabilities.
- develop an ethical sense, which will help the personal manifestation of tolerance, kindness and justice to all others, as well as having respect for education.
- develop an appreciation for interpersonal relationships in the family, school, and in the community.
- develop skills for effective participation in the democratic processes.
- develop knowledge and understanding of the natural and physical environment, as well as science and technology of the future.
- develop economic competence as a consumer.
- develop effective skills and vocational competence.
- explore and develop an appreciation of the arts.
- develop wise use of leisure time.
- develop zeal for becoming a lifelong learner in a constantly changing world.
- participate in a wide variety of co-curricular and extra-curricular activities.
- develop personal conflict skills including resolution by problem solving skills.

We will strive to provide the citizens of this community with the most complete educational program possible. Every effort will be made to:

- make the best use of the physical plant that was provided by the taxpayers.
- secure, in the judgment of the Board of Education, the best personnel available.
- advise and inform the lay public of all school activities and to seek their advice.
- provide the highest type of moral, ethical and professional leadership.
- inform the employed personnel of any actions of the Board of Education pertinent to their particular interests.
- maintain priorities consistent with the educational goals and philosophy of the district.

## **NON-DISCRIMINATION**

The school system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including respect for:

- the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex or age.
- those students who are physically, mentally, emotionally, or perceptually handicapped.
- cultural differences.
- economic, political, and social rights of others.
- the right of others to seek and maintain their own identities.

## PARENT/TEACHER ORGANIZATION

The District 91 Parent/Teacher Organization (PTO) fosters a closer relationship between the home and the school. Parents are urged to participate and bring their interests and abilities to this organization.

**President** - Nina Beavers  
**Secretary** – Nicole Nelson

**Vice-President** – Tricia Brasen  
**Treasurer** – Jenny Gende

## PHYSICAL EXAMINATIONS AND IMMUNIZATIONS - BOE Policy 7:100

Within one year prior to entering kindergarten and sixth grade, students shall present proof of having undergone a health examination by a physician licensed to practice medicine. A dental exam is required for kindergarten, second and sixth grade and for all students transferring from out-of-state schools. A vision exam is required for all students entering as “new” to an Illinois school.



Students entering the school district, irrespective of grade, shall present such proof within thirty days of their enrollment.

Students must also present proof of having received immunizations against preventable communicable diseases as required by the rules and regulations of the Department of Public Health.

If a student does not comply with the requirements of this policy by October 15<sup>th</sup> of the current school year, such student shall be excluded from school until proof of having received the required health examination and immunizations is presented to the District.

During a student's exclusion from school for non-compliance with this policy, the student's parents shall be considered in violation of Section 26-1 of The School Code of Illinois and subject to any penalty imposed by Section 26-10 of The School Code of Illinois.

A student may be exempt from the requirements of this policy on religious or medical grounds. If a student's parent(s) or legal guardian(s) object to the health examination and immunizations on religious grounds, then such parent(s) or legal guardian(s) must present to the Superintendent a signed statement of objection, detailing the grounds for such objection. If a student is exempt from the health examination or immunization on medical grounds, then the examining physician shall endorse such fact upon the health examination form.

**Dental Examinations** - In compliance with rules adopted by the Department of Public Health and except as otherwise provided in this Section, all children in kindergarten, second and sixth grades of any public, private, or parochial school shall have a dental examination. Each of these children shall present proof of having been examined by a dentist in accordance with this Section and rules adopted under this Section before May 15<sup>th</sup> of the school year. If a child in the second or sixth grade fails to present proof by May 15<sup>th</sup>, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15<sup>th</sup>. The Department of Public Health shall establish, by rule, a waiver for children who show an undue burden or a lack of access to a dentist. Each public, private, and parochial school must give notice of this dental examination requirement within 60 days before May 15<sup>th</sup> of each school year.

**Vision and Hearing Tests** – Vision and hearing tests will be given to students in accordance with the law. Trained technicians will administer these tests as needed. All special education students and any students referred by a teacher will also be tested. If a parent receives a referral slip indicating that additional testing is needed, the parent should have a physician check the student promptly and return the signed slip to the school nurse.

**Student Athletes** – All athletic participants must have a yearly sports' physical and student insurance or waiver of insurance on file before being allowed to participate. Sports' physical exams are currently conducted at Kelvin Grove at the beginning of the school year. A reminder letter will be issued.

## RELIGIOUS AND HOLY DAYS

Members of religious faiths may be excused to observe days that occur on regular school days, or to attend religious classes scheduled by the church during school hours. Students may be excused upon written request of the parent/guardian and/or church official for participation in such classes or observances. Time missed due to approved religious reasons will be considered an excused absence. However, the student shall return to his/her regularly scheduled classes upon his/her completion of his/her church-oriented or religious classes or observances. Transportation to and from such activities shall be the responsibility of the parent.

## RESIDENCY - BOE Policy 7:60

Only students who are residents of the district may attend a district school without a tuition charge, except as otherwise provided below or in State law. All students attending school must provide proof of residency according to the District 91 Board of Education policy prior to starting school. A student's residence is the same as the person who has legal custody of the student. The administration may require proof of residence and legal custody at any time. "Legal custody" means custody:

- exercised by a natural or adoptive parent with whom a pupil resides;
- granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the District's educational programs; or
- exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the district's educational programs; or
- exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district; or
- exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the district.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Transportation is the responsibility of the parents.

### **Resident Students**

If a student's family plans to move into the district within 60 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition. If the family does not move in within 60 days from the start of the school year the student will not be allowed to continue in the district and must attend his/her "home school." Tuition will be charged for time student attended school in the district.

### **Non-Resident Students – see BOE Policy 7:60**

Non-resident students may not attend District schools except when any state or federal law or a court order mandates the acceptance of a non-resident student.

### **Challenging a Student's Residence Status**

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, the parent or legal guardian will be notified of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

## **Homeless Children - BOE Policy 6:140**

A homeless child, as defined by State law, 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. (Transportation shall be arranged according to State law.) If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

## **STUDENT INSURANCE**

Low cost accident insurance is available to all students. A student may be insured against injury during school sponsored activities and for accidents to and from school. A full-time coverage plan with many sickness benefits included is available. Forms will be available at each school at registration time.

If your student is covered by student insurance, please use the following procedures in the event of an accident:

1. Student will notify the office of an accident and provide all necessary information.
2. Student will request an insurance form from the office that is to be taken to the doctor.
3. Parent and doctor will complete the form and return it to the school office.
4. School will then complete its portion of the form and send it to the insurance company.
5. The insurance company will complete their transactions and mail payment to the insured.

## **FEES**

Unpaid fees/fines are subject to collection agency action as stated in Lockport School District Policy. **Any 8<sup>th</sup> grade student with outstanding fees/fines may not be allowed to participate in the graduation dance or graduation ceremony.**

### **Waiver of Student Fees – BOE Policy 4:140**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss or demise of school books or other school-owned materials.

Fees for textbooks are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what 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. 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.

A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.

The Building Principal 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.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

## **Notification of Rights under FERPA for Elementary and Secondary Schools - BOE Policy 7:340**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School 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 interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

## **STUDENT RECORDS - BOE Policy 7:15**

The student's permanent record consists of basic identifying information, academic transcript, attendance records, health record, record of release of permanent information and other basic information. The student's temporary record consists of all information not required to be in the student's permanent record including family background, psychological evaluations, special education files, teacher anecdote records and disciplinary information. Parents have the right to:

1. Inspect and copy any and all information in the student record. There may be a small charge for copies, not to exceed 35 cents a page.
2. Challenge the content of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled, conducted by an impartial hearing officer.
3. Receive copies of records that are scheduled for destruction. The school will notify of destruction schedule through local newspaper.
4. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.

Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health and safety of the student or other persons. All other releases of information require the informed written consent of the parent/legal guardian of eligible student.

The following is designated as public information and shall be released to the general public, unless the parents request that any or all such information not be released: student's name, address, grade level, birth date and place, parent's name and address, information on participation in school-sponsored activities and athletics, the student's period of attendance in school. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit including employment credit or insurance.

## **LEARNING OPPORTUNITIES - BOE Policy 6:110, 6:160, 6:170 6:120**

At-Risk Learners: Students at risk of academic failure shall be provided programming which include education and support services addressing individual learning styles, career development, and social needs.

### **English Language Learners:**

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

### **Title I Programs**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

### **Education of Children with Disabilities**

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, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

## **EQUAL EDUCATIONAL OPPORTUNITIES - BOE Policy 7:10**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, 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.

## **ATTENDANCE - BOE Policy 7:70**

Compliance with the compulsory attendance law is the responsibility of the parents/guardians and the students. Regular attendance in school is an important contributing factor to success in school, both in academic progress and in social development.

**Students who are chronically truant will be referred to the Will County Truancy Officer.** See glossary for definition of truancy and chronic truancy.

### **Absences**

As a protection to their children, parents are required to contact the school whenever the child will not be in attendance. These calls should be placed **before 9:00 am**. If not received by 9:00 am, the child will be marked unexcused. Arrival after 10:30 am will be recorded as a half-day absence. A message must be left on voice mail at 815-838-0737 Press (2) for the attendance secretary.

At this time you should give the following information:

- Student's first and last name
- Grade
- Reason for the absence
- Details of illness
- Homework request

If a student is not called in or a note received from the parent/guardian advising of the student's absence by 9:00 am a phone call will be made to the parent/guardian inquiring of the student's absence. If a student is absent for 4 or more consecutive days of school, a doctor's note is required upon returning to school.

Homework requests must be reported by 9:00 am each day of the student's absence. **Homework will be available after school in the office until 4:00pm. Late requests for homework cannot be honored.**

Student attendance is crucial to student success. Appointments during the day are discouraged. If your child needs to be dismissed any time during the school day (e.g., dental or doctor appointments), please notify the office in writing prior to the absence. It is the student's responsibility to obtain assignments before leaving. At the time of the dismissal, the designated responsible adult must come into the office to sign the student out of the building.

If a student has an excused absence, they will be given one day to complete any assignments that were given **during** their absence. However, any assignment that was due **on** the day of the absence will be due upon returning to school. Likewise, if a student is absent **on** the day of a test or **on** the due date of a project or long term assignment, they will be expected to make up the test or turn in the project on the first day that they return.

If the excused absence is for an extended illness (4 or more consecutive days), the student will be provided twice the number of days to make up the work for full credit.

With unexcused absences, required work from the missed class/day must be completed and handed in the day the student returns to school.

Parents are **required** to notify the school when a child has been diagnosed as having a communicable disease. Notices can then be sent home to alert parents of other children who may have been exposed. All names of children will be kept confidential.

Occasionally your child may become ill at school. It is important that the school have your correct home telephone number and work number, as well as an emergency number of a relative, friend, or neighbor that may be contacted in the event a parent cannot be reached. **Please contact the school with any updates.**

Students that participate in "Take Your Child to Work Day" are required to bring in documentation on company letterhead stating that they have attended that company's event in order for the absence to be excused.

### **Excused absences include:**

- Personal illness – a legitimate medical (doctor's) note will be required if the illness exceeds (4 consecutive days) and/or a physical may be required at the parent's expense.
- Serious family emergency or death
- Pre-arranged attendance for religious instruction and/or holiday
- **Emergency** medical and dental appointments
- All other absences are unexcused.

### **Truancy**

Each child may accrue a total of 15 absences. After 15 absences, excused or unexcused, normal truancy procedures will apply.

Truancy interventions for excessive absences

- Parent Notification Letter and student placed on watch list
- Principal will contact family
- Meeting with administration to create an attendance improvement plan
- Home visit by truancy officer
- Final Notice of Truancy Letter
- Truancy Hearing at Regional Office of Education
- Court

### **Vacations:**

Vacations during the school year are discouraged and **are not considered excused absences**. Valuable educational experiences are lost and grades may be affected. If a family vacation during the school term is unavoidable, the parents and student are responsible for notifying the office and teachers for homework **one week in advance**. A parent's signature is required on the Pre-Arranged Absence Form are available in the school office.

All work provided by teacher(s) will be due upon the student's first day back to school. This would include taking any tests on the day they return. **Up to one week of homework will be given on the last day of attendance before the vacation.**

### **BELL SCHEDULE**

7:40 am	Band Warning Bell
7:45 – 8:30 am	Concert Band Rehearsal
8:25 am	Building Doors Open
8:30 am	Morning Bell ~ School Day Begins
8:35 – 9:22 am	1st Period (6 <sup>th</sup> – 8 <sup>th</sup> grade)
9:25 – 10:08 am	2nd Period (6 <sup>th</sup> – 8 <sup>th</sup> grade)
10:11 – 10:41 am	RTI (6 <sup>th</sup> – 8 <sup>th</sup> grade)
10:44 – 11:27 am	3rd Period (6 <sup>th</sup> – 8 <sup>th</sup> grade)
11:30 am – 12:13 pm	4th Period (6 <sup>th</sup> – 8 <sup>th</sup> grade)
12:16 – 12:46 pm	5th Period Lunch (6 <sup>th</sup> – 8 <sup>th</sup> grade)
12:49 – 1:32 pm	6th Period (6 <sup>th</sup> & 7 <sup>th</sup> grade)
1:35 – 2:18 pm	7th Period (6 <sup>th</sup> – 8 <sup>th</sup> grade)
2:21 – 3:10 pm	8th Period (6 <sup>th</sup> – 8 <sup>th</sup> grade)
3:10 pm	Afternoon Bell ~ School Day Ends

Fourth and fifth grade daily schedules will vary from the above since they are primarily self-contained. Lunch for fourth and fifth is from 11:40-12:00pm

### **TARDIES**

- Any student who is not in their classroom when the bell rings, will be marked tardy by the teacher.
- Students tardy to morning band are considered "Tardy to School".
- Students tardy to school must report to the office and sign in to receive a pass to enter class.
- Excuses for tardies must be for legitimate reasons and are accepted at the discretion of the district.

When a student is tardy to school a white slip (1 minor) will be issued. Every fifth tardy will result in a detention.

### **Student(s) Transferring Out of District 91**

The parent(s)/guardian(s) of the student(s) must come to the school and complete transfer forms. Any remaining fees should be paid at this time.

### **EMERGENCY SCHOOL CLOSINGS**

It will be the responsibility of the Superintendent to take such action, as he/she deems appropriate for the schools within his jurisdiction. If there is a weather emergency and the schools of District 91 must be closed, the closing will be announced on radio station **WJOL-1340 AM and through the Blackboard Connect System**. Please listen to the station for information. **REFRAIN FROM CALLING THE SCHOOLS FOR THIS INFORMATION.**

*Attention: Please make sure your call information is updated. Please contact the district school office with changes.*

## Explanation of Terms

- **Tornado Watch** – This is an advisory, which is issued by the National Weather Service. A “watch” means that the atmospheric conditions are suitable to produce severe thunderstorms or tornadoes.
- **Tornado Warning** – This is an emergency advisory issued by the State Police and the Weather Service, which means that a funnel cloud was spotted by a reliable source and is headed in the direction of the broadcast area. We will respond to such a warning by activating our building's severe Weather Emergency Plan.
- **STUDENTS WILL NOT BE DISMISSED DURING A TORNADO WARNING EXCEPT TO A PARENT/LEGAL GUARDIAN WHO ENTERS THE BUILDING AND SIGNS THE CHILD OUT.**

## TORNADOES

The District has placed an emergency radio receiver in each school. Each school monitors the Illinois State Police weather reports whenever conditions warrant.

Each school has drills for tornadoes. When an intermittent alarm is sounded, children and teachers are sent to a designated location in the building.

Parents are expected to impress upon their children the seriousness of these drills. Silence and complete cooperation will be expected of every child.

## FIRE AND SAFETY DRILLS

Fire and safety drills are scheduled periodically throughout the school year. For fire drills, students should:

1. Be familiar with the proper exit route from each of their classrooms.
2. Close the door if they are the last person out of a room.
3. If separated from their class, students should go out the closest exit and meet their class at the designated area outside of the school.
4. Be alert for special instructions from the teacher or over the intercom.
5. Walk quickly, but **DO NOT RUN**.
6. Remember that there is no talking allowed from the time a drill starts until after students return to their room.
7. Remain outside until signal is given to return to the classroom.



A plan for disaster drills is available in each room. When disaster drills are held, students and teachers move to assigned areas and wait for instructions. There should be **NO TALKING** during these drills. Cell phones will not be allowed to be used during emergencies. Assigned staff will handle all communication.

## **MEDICATION POLICY**

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

Only the school nurse or designated office personnel can administer medication. This will only be allowed if the following procedures have been followed:

- A doctor must prescribe all prescription drugs given in school. A written order from the prescribing doctor must be provided along with the name of the medicine, dosage, and time intervals that the medicine is to be taken.
- Medication must be brought to school in the original package. Over the counter medication shall be brought in with the manufacturer's original label and the child's name affixed to the container.
- No medicines will be given to students who have not supplied their own. All medications must be accompanied by signed authorization.

- Medication of any kind will **not** be distributed without A Medical Authorization Form, completed by physician and parent/guardian. This form must be on file in the nurse's office. The form is available from the nurse or front office.

**Verbal permission over the phone will not be accepted.**

Students are not allowed to have any medication (aspirin, cough drops, etc.) on their person, in their locker, or on their belongings.

Any questions regarding this policy can be addressed by contacting the school nurse and/or administration.

## **Administering Medicines to Students - BOE 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®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." 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. 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.

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

## **STUDENT SAFETY**

Student safety is of the utmost importance at Kelvin Grove. All students when walking to and from school should follow the following safety guidelines.

1. You have heard the warning "Stay away from strangers!" Who is a stranger? A stranger is someone that you do not know. Most strangers will not try to harm you, but some strangers are dangerous, even if they dress nice or look friendly. **Remember:** Even if you have seen someone before hanging around at the playground, in your neighborhood, or at a store does NOT mean you know him/her. You may recognize him/her, his/her face may be familiar to you, but he/she may still be a stranger.
2. You are safer when you're with other people and in public places. Use the "buddy system." There is safety in numbers.
3. Make sure your parents are aware of the route you take to and from school.
4. Be aware of your surroundings.
5. Stay away from the street curbs. Walk on the sidewalk or at least 5 feet from the side of the road.
6. Only cross the street in marked crosswalks, when available. When not available, cross the street at a corner.
7. If someone follows you on foot or in a car, STAY AWAY from him or her. You do NOT need to go near the car to talk to the people inside.
8. If you are in a public place and someone tries to take you somewhere by force, get away from him or her and yell or scream:
  - This man/woman is trying to take me away!
  - He/she is not my father/mother!
9. Always report to a police officer, a parent, a teacher, or any adult you know and trust if a stranger:
  - Tries to join you while playing alone or with your friends.
  - Ask you to go with him/her.
  - Offers you a ride, candy, gum, or money.

#### 10. Play Safe!

- Never play in alleys, deserted buildings, or other places where someone would not know to look for you.
- Take a friend along with you when you go to the playground, stores, movies, etc.
- Come home before dark.
- Make sure your parents know where you are at all times.

11. **Cell Phones** should be kept in the student's locker (off) during the school day. They may be used after school in the foyer area only. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules. Phones are never to be used as cameras.

These safety tips were compiled from information on the following Web sites:

**FBI – Kids and Youth Educational Page** [www.fbi.gov/kids/crimepre/internet/internet.htm](http://www.fbi.gov/kids/crimepre/internet/internet.htm)

**Stranger Danger** [www.ci.mesa.az.us/police/strangers.htm](http://www.ci.mesa.az.us/police/strangers.htm)

## The Sex Offender Community Notification Law - BOE Policy 4:170

Effective Jan. 1, 2007 requires notification to parents that information about sex offenders is available to the public. Parents and guardians may obtain information on registered sex offenders living within the school district on the web. The following two websites are available for this information: [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm) and [www.nsopr.gov](http://www.nsopr.gov)

## TRAFFIC SAFETY

State and local authorities have been concerned with the traffic dangers around the schools. All children need to be directed to use the safest route to the schools. Parents will need to study this in respect to the location of their home, and to instruct the child thoroughly in the consistent use of this route. If an alternate route is possible, children should refrain from using 9<sup>th</sup> Street, especially the south side of Route 7 between Lincoln and 8<sup>th</sup> Streets until sidewalks are provided. When dropping students off, please do so in a manner that will prevent them from having to cross the street. Please do not park in crosswalks or double park in driving lanes.

Students are permitted to ride their bicycles to school in good weather, however they are to walk their bike on school property and through cross walks. It is the responsibility of students to lock their bicycle. Students who refuse to walk their bike may have their bike confiscated by school officials and lose their privilege to ride and park their bike at school. Students are NOT allowed to wear roller blades, ride scooters, or use skateboards to arrive to school due to the inherent danger of crossing the streets during the busy traffic times before and after school. **These items will not be permitted for use on school grounds. Lockers are school property and are for the use of storing school materials. These items are not to be stored in school lockers, if found on school property these items may be confiscated by school personnel.**

## VISITORS - BOE Policy 8:95

Kelvin Grove School District 91 welcomes parents and visitors to our school and believes that much can be gained from a scheduled visit to the classroom. For security purposes, all visitors are asked to go to the office and sign in when they arrive and sign out before exiting the building. "Visitor" badges will be given to all visitors to identify them to staff and students.

Parents are permitted to visit their child's classroom(s) while in session. To assure a profitable visit, it is required that the principal be contacted in advance since some days are set aside by the school for testing and special activities.

## CARE AND USE OF SCHOOL EQUIPMENT

Students are expected to exercise careful and prudent use of all school property. Traditionally, the student body has displayed exceptional pride in their school and has helped to keep the premises and its contents clean, neat, and free from marring through misuse or poor treatment. Students or persons guilty of deliberate marring, defacing or reducing the worth or usefulness of property shall expend their personal/family's funds to repair or replace the damaged property.

### Computer/Internet Privileges

Use of school computers is a privilege. Tampering, unauthorized copying, or changing of programs will cause the



student to lose privileges. Any student using computers at Kelvin Grove School will be subject to the following rules:

- No writing on tables, chairs, keyboards, mice, or defacing equipment in any way.
- No unauthorized use of computers. School personnel must grant permission.
- No changing or tampering with files or programs.
- Students are not to use any unapproved programs.
- Any damage done to equipment (computer, mouse, CD's, disks, etc.) due to the student's inappropriate use must be repaired or replaced at the student's expense.
- Use of the Internet is solely for the purpose of school assignments/research.
- Students are only to "surf" sites approved by their instructor.

Based on each of the offenses listed, computer privileges may be revoked and disciplinary measures may be warranted. In addition, students are expected to comply with any rules that are developed in the future. A signed **Computer Privilege and Internet Use Contract** must be on file in the office before computer privileges will be granted.

### **Textbooks**

Students will be responsible for any damage done to textbooks beyond **normal** wear and tear. It is recommended that all textbooks be covered.

### **Student Instruments**

Students using a school owned instrument will be responsible for any damage done to the instrument beyond normal wear and tear or maintenance. An instrument rental contract will need to be signed at the beginning of the school year.

### **Band Lockers**

All band students will be assigned a band locker. Students must keep their assigned locker and combination all year, unless the band director directs a change in assignment. Periodic inspections will be made by the band director to see that lockers are kept neat and orderly. Students should keep their locker locked at all times. Lockers and locks are school property.

### **Lockers – BOE Policy 7:140**

Each sixth through eighth grade student will be assigned a hall locker. Students must keep their assigned locker and combination all year, unless a building administrator directs a change in assignment. Periodic inspections will be made by the homeroom teacher to see that lockers are kept neat and orderly. Students should keep their locker locked at all times. **Students must not** allow other students to have their locker combination.. **Security of each locker is the responsibility of every student.** Students are not to tamper with their or another's locker. Backpacks and purses are to be kept in lockers.

All personal items and books, when not in use, shall be kept in the lockers, not in the hallway, classrooms, or other areas in the school. Students should not deface their locker in any way. No item or items can be placed on the outside of a locker. (No decorations etc.).

Lockers are school property. School authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.

## **STUDENT DISCIPLINE - BOE 7:190**

### **Prohibited Student Conduct**

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 or the attempt there of.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages or the attempt there of. 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 or the attempt there of:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not 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 in violation of 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. 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.
- 14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
- 15. 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.

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/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.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program. 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.

#### Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's

determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a 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 use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

## EXPECTATIONS FOR BEING A RESPONSIBLE SCHOOL CITIZEN

Kelvin Grove School has been building a tradition of excellence for many years. High expectations have been at the very heart of the success that our school has achieved and celebrated. Kelvin Grove staff members and administration strongly believe that firm and fair rules ensure each student has an opportunity to reach these expectations. The "General Rules of Conduct" that follow will govern student conduct throughout the school year.

ALL students shall observe school-wide rules. The rules are to be observed at all times while students are at school and at school functions. The basis of these rules is RESPECT. Total respect for themselves and others is the reason we must have rules and expectations for all students. These rules are provided to assist everyone in achieving goals and in attaining success in school.

To facilitate rule acceptance, we must teach the values and benefits of each rule. One general benefit we can offer the student is that he or she will know what can and cannot be done. This structure adds to the child's sense of security. He or she knows what is acceptable and assumes responsibility more readily for his or her actions.

District 91 uses the **Positive Behavioral Interventions and Supports (PBIS)** System. This is a research-based discipline system developed by the University of Oregon. PBIS is a **school-wide systems** approach, which works to improve (1) problem behavior, (2) academic success of all students, and (3) school safety. School-wide Positive Behavior, Interventions, and Support is a set of strategies and systems to increase the capacity of schools to reduce school disruption and educate all students, including those with problem behaviors, using:

- Clearly defines outcomes, research-validated practices
- Supportive administrative systems
- Use of information for problem solving

The **Goal of PBIS** is to establish host environments that support adoption & sustain use of evidence-based practices (Zins & Ponte, 1990) and to create effective & supportive learning environments for all students.

## Referrals

Students are assigned referrals for violating school rules. The parent/guardian will be notified as to the offense warranting the referral and the date the referral will be served. Transportation arrangements are to be made by the parent/guardian.

Referrals will be served at the prescribed time and will take precedence over any extracurricular activity. Failure to serve a referral will result in further disciplinary action, which may include additional referral(s), in-school disciplinary supervision, and/or out-of-school suspension.

### Teacher-Administered Referrals

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

### Student Responsibility-Related Referral (1 demerit)

A student responsibility-related referral is defined as detaining a student for a period of time not to exceed thirty (30) minutes, due to behavior which shows a lack of responsibility. Examples of such offenses would include, but not be limited to, the following:

Coming to class unprepared.  
Chewing gum  
Having late, incomplete or missing assignments  
Failing to bring or have appropriate books, materials and supplies.  
Having an untidy hall locker.  
Failing to return to school on time parent-signed forms, such as permission slips, report card envelopes, picture orders, etc.

The teacher or administrator who assigns a student such a referral will notify the parent and will directly supervise of the student during the referral period. During the time that the student is serving the referral, the student will work with the teacher to correct the behavior. This could include having the student working on missing assignments, cleaning out their locker, study skills, etc.

### **Student Behavior-Related Referral (2 demerits)**

A student behavior-related referral is defined as a period of time after school during which a student will be detained due to misbehavior. This type of referral will be served each Thursday, unless otherwise notified, for a period not to exceed forty-five (45) minutes in a room designated by the principal. (At the discretion of the principal, the day of a behavior-related referral may be changed to better accommodate the school calendar.) Offenses which warrant a student behavior-related referral include, but are not limited to the following:

Being disrespectful toward a staff member  
Disrupting class  
Running in the hallways  
Inappropriate language  
Disrespect to student  
Disruptive behavior

During the behavior referral, the student will be formulating a plan on how to avoid this particular behavior in the future. The plan will be developed by the student and turned into the supervising teacher at the end of the referral. The plan will become part of the student's discipline file.

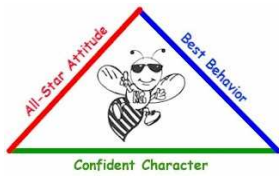
### **Administrative Referral (3 demerits)**

An administrative detention is defined as detaining a student after school for an offense most appropriately handled by the administration. The administrative detention may be assigned any day or days of the week for a period of time not to exceed ninety (90) minutes. Administrative detentions will normally be served on Fridays. Examples of such offenses would include, but not be limited to, the following:

Misbehaving for substitute teacher  
Defacing school property  
Physical display of affection or intimacy, which is inappropriate to the school setting  
Bullying  
Defiance  
Physical aggression

### **Demerits**

Any child receiving 10 demerits within 1 semester will be referred to the RtI team. The administration will call home to discuss the overall behavior of the child. If a child receives 15 or more demerits, the parents will be called in for a conference with the administration and teachers to develop a plan that will have the greatest possible impact on the child's behavior.



# Kelvin Grove Expectations

	All Settings	Hallways	Classroom	Bathroom	LRC	Gymnasium	Lunch Room	School Grounds	Assemblies
All-Star Attitude	<ul style="list-style-type: none"> <li>* Listen</li> <li>* Look for positives</li> <li>* Best effort</li> <li>* Identify yourself</li> <li>* Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>* Keep it litter-free</li> <li>* Care for your locker</li> </ul>	<ul style="list-style-type: none"> <li>* Actively listen</li> <li>* Participate positively &amp; be on task</li> <li>* Be ready for instruction</li> </ul>	<ul style="list-style-type: none"> <li>* Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>* Care for books and equipment</li> <li>* Keep area clean &amp; organized</li> </ul>	<ul style="list-style-type: none"> <li>* Participate</li> <li>* Try your best</li> <li>* Be ready for instruction</li> </ul>	<ul style="list-style-type: none"> <li>* Show good manners</li> <li>* Keep food in its proper place</li> </ul>	<ul style="list-style-type: none"> <li>* Listen</li> <li>* Include others</li> <li>* Keep it litter-free</li> </ul>	<ul style="list-style-type: none"> <li>* Be a good audience</li> </ul>
Best Behavior	<ul style="list-style-type: none"> <li>* Stay alert</li> <li>* Use good judgment</li> <li>* Be prepared</li> <li>* Follow the rules</li> </ul>	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Keep hands &amp; feet to self</li> <li>* Appropriate voice</li> </ul>	<ul style="list-style-type: none"> <li>* Keep it clean &amp; organized</li> <li>* Be prepared</li> <li>* Complete assignments</li> </ul>	<ul style="list-style-type: none"> <li>* Keep it clean</li> <li>* Wash hands</li> <li>* Observe time limits</li> </ul>	<ul style="list-style-type: none"> <li>* Return all materials to proper location</li> <li>* Follow library rules</li> </ul>	<ul style="list-style-type: none"> <li>* Use equipment properly</li> <li>* Keep hands &amp; feet to self</li> <li>* Follow the rules</li> <li>* Keep locker room clean</li> </ul>	<ul style="list-style-type: none"> <li>* Clean your area</li> <li>* Raise hand for help</li> <li>* Stay seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>* Play safely</li> <li>* Share &amp; use equipment properly</li> <li>* Follow the rules</li> </ul>	<ul style="list-style-type: none"> <li>* Enter and leave in an orderly manner</li> </ul>
Confident Character	<ul style="list-style-type: none"> <li>* Show compassion</li> <li>* Tap into your talents</li> <li>* Accept responsibility for your actions</li> <li>* Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Respect others' space</li> <li>* Inform an adult of any problems</li> <li>* Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Respect self, others &amp; property</li> <li>* Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Speak softly</li> <li>* Inform an adult of any problems</li> <li>* Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Speak softly</li> <li>* Use Internet appropriately</li> </ul>	<ul style="list-style-type: none"> <li>* Exhibit good sportsmanship</li> <li>* Celebrate all successes</li> <li>* Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Respect self, others and surroundings</li> <li>* Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Play fair</li> <li>* Inform an adult of any problems</li> <li>* Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Show pride</li> </ul>

**PBIS** is a positive approach to behavior. Negative behaviors\* which directly or indirectly jeopardize the health, safety, and welfare of other students or school personnel, however, will be addressed. These behaviors include, but are not limited to:

- |   |                     |   |
|---|---------------------|---|
| Abusive Language  | Lying               | <b>See glossary for definition of terms</b> |
| Bullying  | Disruption          |   |
| Intimidation  | Harassment          |   |
| Cheating  | Gambling            |   |
| Truancy   | Gum                 |   |
| Theft   | Tardiness           |   |
| Fighting  | Vandalism           |   |
| Property damage   | Defiance/disrespect |   |
| Possession or use of weapon   | Hazing              |   |
| Insubordination   | Gang Activity       |   |
| Possession or use of drugs/alcohol/tobacco  | Forgery             |   |
| Repeated incidents of misbehavior   |                     |   |
| Public display of affection   |                     |   |
| Endangering the physical and/or psychological well-being of others –threatening behavior (bullying) |                     |   |

**District 91's disciplinary practices may include, but not be limited to the following: BOE Policy 7:200, 7:210, 7:230**

- A. Teacher Interventions
- B. Referral
- C. Denial of Privileges
- D. Probation
- E. Removal from Class
- F. Suspension (Internal, Social, or External)
- G. Expulsion

Police intervention will be sought as needed to help maintain school safety. \*\* See glossary for definition of terms.

### **FORBIDDEN ITEMS – BOE Policy 7:190**

The following items shall not be in the possession of any student or in any student locker. If brought to school these items will be permanently confiscated.

- Medicine or drugs (including look-alike drugs)
- Knives or any other items/jewelry that could be used or be considered as a weapon
- No look alike items e.g., guns, knives, swords, etc.
- Novelty gadgets, games, or trading cards
- Matches, lighters, or smoking materials
- Squirt guns or water spraying devices
- Comic books, playing cards, etc. unless part of a class assignment
- Any printed material that would be considered pornographic
- Tape recorders, palm pilots, and computers unless permission is given by faculty or administration.
- Beepers, pagers, portable televisions, cameras, hand held electronic games
- Personal music devices are NOT to be used or worn from 8:20 A.M. to 3:10 P.M. (Music devices will be stored in the student's lockers at their own risk.)
- Gum
- Any aerosol products, perfume, cologne
- Roller blades, scooters, skateboards, shoe skates (heelines) or roller skates
- Chains hanging from clothing, etc.
- **Cell phones will be confiscated if not used appropriately at school.**  
**(Also see Student Safety – Cell Phones)**

Students in possession of or under the influence of drugs will be referred to the school board for expulsion and possibly investigated by the police.

The School District is not responsible for the loss or theft of any electronic device brought to school.

## **DRESS CODE / STUDENT ATTIRE – BOE 7:160**

Attire should be in good taste and appropriate to wear in school. Students who do not follow the dress code policy of Kelvin Grove will be expected to change into their PE uniforms or they must call home and have appropriate clothing brought to school. A student will be sent home if his/her clothes are not changed. Repeated offences may result in an office referral.

The following established guidelines are to be followed by **all** students:

- Male and female students must be covered from shoulder to mid-thigh. Tank tops must have at least a two-inch wide strap on the shoulder.
- Tank tops with large loose arm openings must be worn with a shirt underneath.
- Front and back must be covered. No low back or plunging necklines allowed.
- No overly baggy clothes where boxers/underwear can be seen.
- Clothing (including jeans and shirts) may not have holes or slits in them. See-through clothing is not allowed.
- Shorts are to be mid-thigh and not have cut-up sides.
- Pajama pants or pajama like pants/boxers are not acceptable as school attire.
- Clothing displaying vulgar language, obscene gestures, political statements, advertising alcohol, or containing references to drugs (including tobacco) or violence may not be worn in school.
- Clothing made of spandex or similar material (biking shorts for example) may not be worn unless other clothing is worn over it from shoulder to mid-thigh.
- Other than earrings that are worn in the ear, body-piercing jewelry is not to be worn to school.
- "Unnatural" hair coloring /dyeing is prohibited at school and during school functions.
- Any hair styles that are distracting to the learning environment of other students
- Hats, doo rags, bandanas, etc. are not to be worn
- Any clothing or jewelry that disrupts the learning environment is not allowed.
- Temporary and/or permanent tattoos must be covered and/or removed.

\* If the dress code is not followed, the student will change into a gym uniform or a phone call will be made to have clothes brought to school.

## **UNIFORM GRIEVANCE PROCEDURE - BOE Policy 2:260**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

### **MONEY**

Students are asked NOT to bring large sums of money to school. Billfolds and purses should not be left lying out in the open. Students are to keep these items locked in their locker at all times. Students, not the school, are responsible for all money they bring to school.

### **NON-TEACHING PERSONNEL**

Office secretaries, library clerks, custodians, bus drivers, teacher aides, recess/lunch aides, guest teachers, etc. are individuals hired by the Board of Education and have authority. While on duty, they are to be considered a part of the faculty and shall be given THE RESPECT AND OBEDIENCE shown to other faculty members. **All school employees should be addressed as Miss., Mr. or Mrs.**

## PROHIBITION OF FRATERNITIES, SORORITIES, GANGS, AND SECRET SOCIETIES

Fraternities, sororities, gangs, and secret societies are prohibited in the school. A gang is defined as an organization of students and has as its purpose activities including intimidation, threats of violence, illegal acts or violation of school rules.

Participation will be considered gross disobedience or misconduct and may be punishable by suspension or expulsion. Prohibited gang activities include, but are not limited to the following:

1. Wearing, possessing, using, distributing, displaying, or selling of any clothing, jewelry, emblem, badge, symbol, sign, or other item which show evidence of membership or affiliation in any gang, sorority, fraternity or secret society
2. Committing any act or using any communication, either verbal or non-verbal, (gestures, handshakes, etc.) showing membership or affiliation in a gang, sorority, fraternity or secret society
3. Drawing of gang related graffiti or distributing gang-related literature
4. Any other gang related activity
5. Tattoos (self-made or permanent)

The school will not deprive a student of certain rights without observing applicable standards of due process of law. The student will be given a chance to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence.

## TELEPHONE USE

The office phones are business phones and not to be utilized by students except in the case of an emergency such as illness or accidents. Forgotten books, gym clothes, etc. do not constitute an emergency. Students may not be called during school hours, but in cases of emergencies, messages or requests to call back may be left with office personnel. This is done to maximize students' time on task.

## LUNCH SERVICES

Students in grades 4 through 8 will eat lunch in school. Students may not leave the building at lunchtime unless a parent, guardian, or responsible adult accompanies them. The office must have a letter of permission from the parent/guardian on the morning that a student is leaving the building for lunch. The responsible adult accompanying the student(s) for lunch must sign out all students in the office.



A hot lunch program is provided at Kelvin Grove School. Students who bring a lunch from home may purchase milk at school. Lunch tickets are handed out daily. **Lunch orders are taken on a monthly basis.** Lunch order forms and menus will be given out each month. Due to the ordering procedure, lunches are NOT available for order on a daily basis. No late orders will be accepted. It is preferred that checks, instead of cash, or EPay be used to purchase lunches.

Students are NOT allowed to charge lunches. Please plan in advance when your child will be eating a hot lunch or bringing a cold lunch. If your child forgets his/her cold lunch at home, peanut butter and jelly graham crackers are available.

### Parent/Guardian Responsibilities

- An order form must accompany your order. We will not be able to fill out order forms over the phone.
- Keep track of scheduled non-attendance days. These do not appear on the order form from the food provider.
- Know when your child is scheduled to receive a hot lunch. This will eliminate an extra sack lunch or a child without a lunch.
- If your child is absent on a day they have ordered a hot lunch, please be sure to indicate on the **next order form** which day you will be using/applying the credit. **Note:** Credits are only given in cases of excused absences.
- Please send fork or spoon, if needed, with cold lunches. The kitchen does not provide these items for cold lunches.

- **We see more and more students each year coming to school without a lunch. Students need to feed their brains in order to learn! Please try to see that your child has a lunch each day.**

Student Responsibilities

- It is the student's responsibility to take care of their lunch ticket. Students will not be allowed to go back to their classrooms or locker for forgotten lunch tickets.
- Lost tickets may be replaced two (2) times per year at no cost. Additional ticket replacements will cost 50 cents each. No Exceptions.

**FREE MILK, FREE LUNCHES, REDUCED RATE LUNCHES, AND FEES – BOE Policy 4:130**

The school district will provide free milk and free lunch to any child whose family's income falls within the criteria specified by the Food and Nutrition Program of the Illinois State Board of Education.

Families with special hardship emergencies including unusually high medical expenses, shelter costs in excess of 30%, mental/physical condition of a child, disaster or casual losses, or unemployment may apply at the district office. Upon filing the form and present required documents, the office will notify the family within ten days whether or not they qualify for the provision. The parent may request a hearing if it is felt that the decision was arbitrary.

**All students qualifying for free/reduced lunches must complete a lunch order form by the due date each month.**

**HOMWORK POLICY**

More homework will be demanded of students as they advance through school. A pattern of home study must be developed. Assigned homework means that the student is given a definite task to do. The responsibility lies with the student to be aware of homework assignments and to complete missing work.

**Assignments**

All assignments must be turned in on time. The only late assignments to be accepted are those due to illness. If a student is leaving before dismissal, it is his/her responsibility to obtain assignments before leaving. If absence is due to illness, assignments are due one day after the student returns. If the absence is for an extended illness, the student has twice the number of days as their absence to make up the work for full credit.



It is the responsibility of the student to write their daily assignments in their agenda book. Assignments are also posted on the school's website. <http://www.d91.net>

Students who do not turn in required assignments may be required to stay after school to complete the missing assignment. Parent contact will be made before the student is retained after school.

**Late Homework Policy for 6<sup>th</sup>-8<sup>th</sup>**

Day Assignment is due – An assignment could be turned in at the end of the day: There would be a 10% deduction off of the earned grade.

Day After The Due Date – An assignment could be turned in but there would be a 20% deduction off of the earned grade. If the assignment is not turned in by the end of the day, the student would receive a zero.

**Make-Up Tests**

If a test is administered the day a student returns to school from a prolonged illness (3+ days), the student will be allowed to study for that same test while the other students are testing. The student will then take that test during a time convenient to both student and teacher. Tests are announced in advance. Students absent the day before a test will be required to take the test with the rest of the class. It is each students responsibility to plan ahead and to get all needed materials from the school when absent. Homework should be requested when absence is called in prior to 9am.

## Cheating/Plagiarism

A student cheating or copying from another student's work or from prepared material explicit to the examination being taken or plagiarized is strictly prohibited. This also includes allowing students to copy from one's own work. Students will receive a zero grade for the test, quiz, or assignment and /or office referral.

## **HOMEWORK HELP / COMPUTER LAB**

Homework help is provided to all students Monday – Thursday in our LRC from 3:10 – 4:00 p.m. This allows students a quiet place to study after school. In some cases, a student may be required to attend. The supervisor and other designated students or adults can provide assistance, this is not, however, a one-on-one tutorial session.

## **RECOMMENDATIONS FOR PARENTS/GUARDIANS**

- Attend Parent/Teacher Conferences  
Parent/Teacher conferences are one of the many steps taken to work with you to build your child's educational program. Conferences are scheduled each year for students in District 91, but additional conferences may be held at the request of parents or teachers.
- Provide an atmosphere conducive to studying and supervise your child's completion of schoolwork.
- Sign your child's report cards and other assessment notices. Provide appropriate feedback to your child.
- Leave a message for a teacher on his/her voicemail if you have a concern about your child's progress. The teacher will return your call as soon as possible. Please contact the specific teacher first and then contact the building principal if deemed necessary. Teachers cannot be called to the telephone when classes are in session.
- Parents can access their child's grades through the internet. Come into the office for a password and directions on how to access grades.

## **GRADING SYSTEM**

### Classroom Grading Scale

A+	100-99	C+	84-83	F	65 and below
A	98-96	C	82-77		
A-	95-94	C-	76-75		
B+	93-92	D+	74-73		
B	91-87	D	72-68		
B-	86-85	D-	67-66		

A grade of "incomplete" may be given to a student for an excused extended absence at the end of the term or during final examinations. An incomplete grade, if not satisfied within two weeks, will be changed into an F.

### Honor Roll

	High Honor Roll	10.00 - 12.00	GPA		
	Honor Roll		8.00 - 9.99	GPA	
A+ = 12 pts	B+ = 9pts	C+ = 6 pts	D+ = 3pts	F = 0pts	
A = 11pts	B = 8pts	C = 5pts	D = 2pts		
A- = 10pts	B- = 7pts	C- = 4pts	D- = 1pt		

Points are counted for the following subjects:

Language	Science
Literature	Mathematics
Exploratory Classes	Physical Education
Social Science	Band (if applicable)

**To qualify for High Honors, a student must have a GPA of 10.00-12.00 with no grade lower than a B**  
**To qualify for Honors, a student must have a GPA of 8.00-9.99 with no more than one C in any class.**  
**A "D" or "F" in any area would automatically eliminate a student from being on either honor roll.**

## REPORT CARDS & MID-TERM REPORTS

Mid-term reports and report cards are designed to evaluate your student's academic achievement. Mid-term reports are issued approximately halfway into each quarter. Report cards are issued every nine weeks.

	<u>Mid-term Distribution</u>	<u>Report Card Distribution</u>
1st Quarter	September 30th	November 4th
2nd Quarter	December 9th	January 20th
3rd Quarter	February 17th	March 23rd
4th Quarter	April 27th	May 30th

## PROMOTION AND RETENTION- BOE Policy 6:280

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

- \* A miscalculation of test scores;
- \* A technical error in assigning a particular grade or score;
- \* The teacher agrees to allow the student to do extra work that may impact the grade;
- \* An inappropriate grading system used to determine the grade; or
- \* An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

A student's achievement of skills, grades, and readiness for work at the next grade level, attendance, and standardized test scores will be assessed and evaluated before he/she is promoted.

A student who has failing grades will be retained if it is the sincere belief and professional judgment of the administration and faculty that the student will benefit by repeating the grade.

## SCHOLASTIC AWARDS

Yates Memorial Awards – awarded annually at graduation to an 8th grade boy and girl. The criterion for this award is based on character, leadership, service and scholarship. Selection shall be made by the consensus of academic teachers involved in 8th grade.

Feneli Academic Award – awarded annually to members of the graduating class. It is based on academic excellence in all areas of study during the 6th, 7th and 8th grades. Selection shall be made by the consensus of academic teachers. (Note: Students who transferred to Kelvin Grove during their 6th, 7th, or 8th grade year, part-time students, and students who have received home schooling must show proof of previous academic achievement to be considered.)

Danielle Meseth English Award – awarded to the person with the highest grade point in language arts. Also taken into consideration are character and service. Selections shall be made by consensus of academic teachers involved in 8th grade.

Feneli Social Science Award – awarded to an 8th grade student whose interest lies in social science. It is based on interest, enthusiasm, academic record and citizenship. Selection shall be made by consensus of academic teachers involved in 8th grade.

8th Grade Scholarship Award – given to 8th graders who were on the honor roll three out of four times during their 6th, 7th and 8th grade years. Note: Students who transferred to Kelvin Grove during their 6th, 7th, or 8th grade year, part-time students, and students who have received home-schooling must show proof of previous academic achievement to be considered.

Outstanding Band Member – awarded to an eighth grader in band, who has worked hard on a daily basis, is always prepared and participates in all ensembles available to them.

Outstanding Musician – awarded to an eighth grader in band who has shown amazing music growth throughout their years in band.

Taddy Dybas Literature Award – given annually to a graduating eighth grade student who has demonstrated outstanding effort in reading by earning A's or B's in 6th, 7th and 8th grade, teacher recommendations, and a willingness to share his or her love of literature with others.

## GRADUATION

**Graduation** is a proud and exciting time for our eighth grade students. Students must meet the Kelvin Grove Promotion Policy criteria.

**Graduation practice** will be held for all eighth grade students prior to the evening of graduation. We also hold a graduation dance for all eligible seventh and eighth grade students.

**Information** on all graduation events will be made available to parents during the second semester.

**Graduation Dance** – attendees are only 7<sup>th</sup> and 8<sup>th</sup> Grade Students attending Kelvin Grove School. Social Suspension rules apply.

**8<sup>th</sup> grade students with outstanding fees/fines may not be allowed to participate in the graduation dance or graduation ceremony.**

### Graduation Gowns

Caps and Gowns are worn for the Kelvin Grove graduation ceremony. The cost to parents is approximately \$25.00 for retainable caps and gowns. The use of caps and gowns will not only provide a special ceremony, but will also save parents from purchasing expensive graduation outfits.

## PHYSICAL EDUCATION

The State of Illinois specifies that each student must participate in the regularly scheduled physical education class and can be excused from class only upon the receipt of a written statement from a doctor. Kelvin Grove students need gym shoes with non-marking soles (which are to be used only in the gymnasium and not used as school shoes) and Kelvin Grove gym clothing (grades 6-8). Gym clothing may be purchased at the Sports Huddle in Lockport and must be MARKED with student's name.

Students will be issued a lock for their gym locker at the beginning of the school year. Students are to store their clothes in their locker only. Items are not to be left on the floor, on the benches, or in the showers. If the lock is lost, students will be required to purchase a new lock at a cost of \$4.00.

Students are required to dress and participate daily in physical education classes. Students will only be excused if they have a signed doctor's note.

## BAND

The band program at Kelvin Grove is co-curricular, which means that it is an academic course that also meets outside of the school day. Band should be treated like any other class, as your child will receive a grade in band. The Band program consists of three concert bands: Beginning Band, Intermediate Band and Concert Band. Beginning Band consists of members in their first year of playing a band instrument. Intermediate Band is for second year players or students at an appropriate ability level. Concert Band is a class made up of the students who have played their instruments for more than two years or students at an appropriate ability level. Other ensembles such as Jazz Band may also be offered based on student interest and time availability. Band requires total commitment. Band is a team effort and it takes everyone on the team to make it work.

## ATHLETICS - BOE 7:240

Kelvin Grove follows the IESA Rules and Pursuing Victory with Honor Sports Character Program.

Kelvin Grove is a member of the "Little Seven Athletic Conference" of Lockport consisting of the following schools: Kelvin Grove, Oak Prairie, Fairmont, Monge, Taft, Laraway, Richland, Rockdale, and Union. Programs for both boys and girls are offered under the following seasonal rotation:

Fall: Boys' Baseball; Girls' Softball

Winter: Boys' & Girls' Basketball; Boys' & Girls' Volleyball (Cheerleading is also offered but is not considered a "sport" according to the "Little Seven Athletic Conference")

Spring: Boys' & Girls' Track

All athletic participants must have a physical examination and student insurance and/or waiver of insurance before the first practice.

Activity Fee – Fees associated with these activities must be paid before participating.

### The following rules apply to all athletic programs:

- **Try-Outs:** Try-outs will be held for two or three days at the beginning of the season for each sport. A student who is ill the day of or moves in after the regular try-out time may arrange to have a special try-out with the coach.
- **Uniforms:** All athletes are responsible for care of and return of their uniforms. Uniforms should be worn only for the sport event, unless otherwise instructed by the coach.
- **Transportation:** When a team bus is provided, our athletes are expected to ride the bus to and from games at other schools. Students must follow all bus conduct rules. BOE Policy 7:220
- **Eligibility** guidelines, to be followed by students planning on participating in a school sport, will be distributed at the beginning of the school year.

The following guidelines will be shared with all participants prior to the beginning of the event season:

- **Detentions:** **Students will not be excused from detentions..**
- **Attendance:** **Students must be in attendance the entire school day in order to participate in practice or a game. Only a prearranged medical appointment will be accepted.**
- **Weekend Practices/Games:** Students can only participate if they were in full attendance on the last day of the school week.
- **Commitment:** Students who are members of school activities and athletic teams will be making a time commitment which is significantly more than the normal school day. Rehearsals, practices, games, and meets may run into the late afternoon or early evening. In addition, there may be weekend practices.

Parents of students in activities are encouraged to provide support and guidance to their children to see that they do not overextend themselves and, as a result, fail to meet some of their responsibilities.

## ATHLETIC AWARDS

Doug Dystrup Sportsmanship Memorial Award – honors an 8<sup>th</sup> grade boy, who through his actions has demonstrated the ideals of sportsmanship, including fairness, honesty, unselfishness, respect and responsibility. To receive this award this student athlete must participate in three sports during his 8<sup>th</sup> grade year.

Girl's Sportsmanship Award - honors an 8<sup>th</sup> grade girl, who through her actions has demonstrated the ideals of sportsmanship, including fairness, honesty, unselfishness, respect and responsibility. To receive this award this student athlete must participate in three sports during her 8<sup>th</sup> grade year.

The Frank Piazza Athlete of the Year Award – honors an 8<sup>th</sup> grade boy who has demonstrated outstanding athletic ability in three sports during his 8<sup>th</sup> grade year. This student athlete has proven to be a team leader while contributing to the overall success of the team.

Girls Athlete of the Year Award - honors an 8<sup>th</sup> grade girl who has demonstrated outstanding athletic ability in three sports during her 8<sup>th</sup> grade year. This student athlete has proven to be a team leader while contributing to the overall success of the team.

## ACTIVITIES

The following is a list of activities offered to the students of Kelvin Grove (as long as a staff supervisor is available). Students are encouraged to be a part of the following activities.

Art Club (4 <sup>th</sup> - 8 <sup>th</sup> )	Intramurals (4 <sup>th</sup> – 8 <sup>th</sup> )	Spelling Bee (6 <sup>th</sup> – 8 <sup>th</sup> )
Chorus (5 <sup>th</sup> – 8 <sup>th</sup> )	Junior Beta (6 <sup>th</sup> – 8 <sup>th</sup> )	Student Council (6 <sup>th</sup> – 8 <sup>th</sup> )
Drama (6 <sup>th</sup> – 8 <sup>th</sup> )	Geography Bee (6 <sup>th</sup> – 8 <sup>th</sup> )	Math Club (6 <sup>th</sup> -8 <sup>th</sup> )
Yearbook (5 <sup>th</sup> – 8 <sup>th</sup> )	Nature Club (4 <sup>th</sup> -5 <sup>th</sup> )	Science Club (6 <sup>th</sup> -8 <sup>th</sup> )

Students who are members of these and/or clubs are expected to follow the same behavior guidelines as students involved in athletic activities. Students involved in any school activity are serving as representatives of Kelvin Grove and are expected to behave accordingly. Students not following these guidelines will be removed from the activity, team or club.

## DANCES

Dances are reserved for middle school students (6<sup>th</sup> -8<sup>th</sup> grade) of Kelvin Grove. Students are expected to follow all rules and regulations of the school (including the school dress code policy) while in attendance at a dance and are subject to the terms of the discipline code. These guidelines also apply:

- No student on the social suspension list may attend or be on school grounds.
- Only Kelvin Grove students will be admitted to the dance.
- No student will be permitted to leave the dance early, unless a parent accompanies him or her.
- An adult must escort in any student arriving to the dance 15 minutes after the scheduled start time.
- Students must be in attendance the entire school day in order to attend.

## FIELD TRIPS

Written parental/guardian permission must be received by the school prior to the day of any field trip unless an earlier date is specified, for a student to attend. Students not attending a field trip are required to attend school that day.

## END-OF-YEAR ACTIVITIES

There are several special activities at the end of the school year. In order to participate in these events, students must meet behavioral, academic, and attendance requirements.

## FUNDRAISING

There will be no private fundraising on school grounds. All fundraisers by students for school sanctioned activities must have prior administrative approval.

## PBIS Incentives

PBIS Incentives through out the year are offered to students without white slips and or/office referrals for a designated amount of time. These may be school-wide or by grade levels.

## YEARBOOKS

Yearbooks are available for purchase by all Kelvin Grove students. To order, students must complete a yearbook order form and include payment at the beginning of the year. Parents may also order yearbooks online at any time with a credit card through: [http://www.jostens.com/yearbooks/ybk\\_lp\\_main.html](http://www.jostens.com/yearbooks/ybk_lp_main.html). All students that purchased a yearbook will receive one on the last day of attendance for the school year. Any extra yearbooks, if available, are available on a first come, first served basis.

## GLOSSARY OF TERMS

### **Abusive Language**

Verbal messages that include swearing, name calling or use of words in an inappropriate way

### **Bullying - BOE Policy 7:180**

The intentional, repeated, hurtful acts, words or other behaviors, such as name-calling, threatening, physical harm and/or shunning acts, committed by one or more individuals against another.

### **Cheating**

Behaving in an unethical manner. Cheating, plagiarism or any other types of deception. The use of another's work, answers, notes or materials which the teacher has not given permission for use.

### **Chronic Truancy**

A student who is absent from school without valid, documented cause for 18 or more of the last 180 school days.

### **Corporal Punishment**

The use of corporal punishment is not permitted. Corporal punishment is defined as inflicting physical pain or restraining a child in order to punish him/her for misconduct. However, a certified staff member is authorized to employ physical restraint, when, in his/her professional judgment, such restraint is necessary to prevent a child from doing harm to others, to himself/herself, or to property.

### **Defiance/Disrespect**

Refusal to follow directions, talking back and /or socially rude interactions.

### **Referral**

Keeping of a student after regular school hours for a reasonable period of time by a teacher or administrator. Parents must be notified prior to the detention when students are to remain after school. Students will not be excused from detention(s) to participate in extracurricular activities. Any student that intentionally misses their assigned detention will receive an internal school suspension.

### **Denial of Privileges**

Exclusion from participation in a particular school activity for a restricted period by the principal and or his/her designee.

### **Disruption**

Behavior, which causes an interruption in a class activity, disruption includes sustained talking, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

### **Due Process**

In all matters of discipline, students will be given the opportunity to tell their side of the story.

### **Endangering the physical and/or psychological well being of others**

Acts which could cause physical or psychological harm to others including bullying and or harassing others.

### **Expulsion**

Exclusion of a student by the Board of Education from school, from a class, from a school activity, or from riding the school bus (for any given activity), up to a maximum of two years. Code 105ILCS5/10-22.6(a)(d)

### **External Suspension**

Consequence for referrals results in a 1 – 10 day period when student is not allowed on school grounds. It is the responsibility of the student and/or his/her parents to arrange for someone to pick up their work from the office each day of their suspension. Students have the opportunity to receive credit for daily work completed during their suspension if returned to the office or their first period teacher by 8:35 am on the day they return to school from the suspension. All tests and quizzes missed will be taken the day the student returns to school.

### **Fighting**

Actions involving physical contact where injury may or may not occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting, spitting, etc). A suspension may be given for physical fights per administrative decision.

### **Forgery**

A student who is in possession of, having passed on, or being responsible for removing someone else's property or has signed a persons name without that person's permission.

### **Gambling**

Betting of any type which involves wagers on money.

### **Gang Activity**

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. A "gang" is any group of two or more persons whose purpose includes the commissions of illegal acts. No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or hand-shakes) showing membership of affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to:
  - a. Soliciting others for membership in any gang
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person
  - c. Committing any other illegal act or other violation of school district policies
  - d. Inciting other students to act with physical violence upon any other person

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to ten days
- Expulsion not to exceed two calendar years

### **Gross Disobedience or Misconduct**

Shall include any other behavior or conduct which is of such gross nature as to constitute severe disobedience or misconduct. It shall also include, but is not limited to, the following types of conduct as may be designated from time to time by policy of the Board of Education:

- Insubordination to school personnel, including failure to follow directions or to produce student identification.
- Possession, use, concealment or distribution, attempt to use or distribute, abet in the use of distribution of any illegal or controlled substance and/or paraphernalia, including alcohol, drugs, tobacco, and look alike substances.
- Intimidating, or attempting to intimidate, school personnel or other students.
- Extortion from or attempting to extort from, school personnel or other students.
- Fighting with or assaulting school personnel or other students.
- Intentional damage to, destruction of, or attempt to damage or destroy school property or property of school personnel or other students.
- Verbal abuse of school personnel or other students or use of profane words or gestures.
- Burglary, theft, or robbery from students or employees of District 91.
- Repeated incidents of misbehavior including repeated refusal to comply with school rules.
- Gambling involving the exchange of money or property on school grounds, school buses, or at a school function.
- Endangering the physical or psychological well being of school personnel or other students by conduct or action including:
  - Starting, or attempting to start, a fire on school property.
  - Setting off, or attempting to set off, explosive devices on school property or transmitting a bomb threat.
  - Using or displaying dangerous weapons, or attempting to do so.
  - Threatening destructive actions to persons or property, either as an individual or as a member of a group.
  - Falsifying a "911" call.

Other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.

### **Gum**

Possessing or chewing gum in the school building or during school functions.

### **Harassment/tease/taunt**

A student who delivers disrespectful messages (verbal or gesture) to another person that include intimidation; obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

### **Hazing**

Hazing means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any school sponsored or school recognized group, organization, club, or athletic team whose members are or include other student.

Soliciting, encouraging, aiding or engaging in hazing, no matter when or where it occurs is prohibited.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities
2. Conference with parents/guardians and/or
3. Referral to appropriate law enforcement agency

Students engaging in hazing that endanger the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to ten days and/or
2. Expulsion for the remainder of the school term.

### **Internal Suspension**

Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day. Daily work from classes missed will be provided. Student must complete and turn in all daily work by the end of the school day, in which internal suspension is being served, for the work to be eligible for full credit.

### **Intimidation**

Written or verbal words, or gestures that make another person feel threatened or in possible harm.

### **Law Enforcement/Police Intervention**

Local law enforcement will be contacted to assist the school as needed.

### **Lying**

A student who delivers message that is untrue and/or deliberately violates rules.

### **Minor/Warning Behavior/White Slips**

Includes all incidents of low intensity problem behaviors that are violations of behavioral expectations.

### **Office Referral**

Includes, but may not be limited to, Administrative Warning, After-School Detention, Silent Lunch, Internal Suspension or External Suspension.

### **Other**

Problem behavior not listed on discipline referral form, but in violation of school rules and/or student expectations.

### **Probation**

Conditioned enrollment in school or participating in a particular school activity or class for a restricted period authorized by the principal and or his/her designee.

### **Possession or Use of Drugs**

A student who is in possession of (on their person in locker or school possessions) or is using illegal drugs/substances or imitations. This includes tobacco, alcohol and related paraphernalia).

### **Possession or Use of Weapon**

A student who is in possession of (on their person in locker or school possessions) knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

### **Property Damage**

A student who deliberately impairs the usefulness or condition of school or other property.

### **Referral**

Keeping of a student after regular school hours for a reasonable period of time by a teacher or administrator. Parents will be notified prior to the when students are to remain after school. Students will not be excused from the referral times to participate in extracurricular activities. Any student that intentionally misses their assigned referral time will receive an additional consequence.

### **Removal from Class**

Includes removal by a teacher or principal of a student whose behavior is so disruptive as to interfere with the order of the learning setting.

### **Repeated incidents of Misbehavior**

Five Minors/White Slips (see definition above) will result in an office referral.

### **School Personnel**

Includes teachers, guest teachers (substitutes), administrators, school board members, contracted employees, and all other school district employees.

### **Search and Seizure**

An administrator, or other designated school official, may conduct a search of any student, and/or that student's possessions, whenever that school official has reasonable suspicion to believe the student is in possession of some illegal or other object(s) or controlled substances detrimental to the health, safety, or welfare of the educational process, other students, or other school personnel.

Any search authorized under this policy must be reasonable in scope and limited to searching school lockers and ordering the student to empty pockets, purses, or other personal articles.

### **Social Suspension**

Any student who chronically displays inappropriate behavior or displays inappropriate behavior at an extra-curricular event may be put on social suspension. Social Suspension will be at the discretion of the administration or his/her designee. A student on Social Suspension will not be allowed to attend the school dances, sporting events or other "special school events" while on Social Suspension.

### **Suspension**

Temporary exclusion of a student from school, from a class, from a school activity for a period of time not to exceed 10 school days per suspension by an administrator.

### **Tardiness – School and Class**

A student who is late to class or the start of the school day.

### **Teacher Interventions**

Attempts made by teachers or school personnel to intervene before a problem behavior arises.

### **Theft**

A student that is in possession of, having passed on or being responsible for removing someone else's property or has signed a person's name without that person's permission.

### **Threats/Threatening Behavior**

Behaviors including, but not limited to, harassment, teasing, or taunting that includes a written or verbal intent to do physical harm to another student/staff member.

### **Truancy**

A student is truant if they are not in their scheduled class/activity without approval from the office or another staff member. Repeated unexcused absences or tardiness will also be considered truancy by definition of the Illinois School Code.

### **Vandalism**

A student that participates in an activity that results in substantial destruction or disfigurement of property not their own.