

August 2009

Dear District 158 Parents,

The District 158 Board of Education, administration, and staff are committed to providing quality education for all students enrolled in our schools. Your interest and support are essential if this commitment is to be achieved. We welcome your participation in school activities and encourage your attendance at regular meetings of the School Board, held every third Wednesday of the month, at 7:00 p.m., at the District Administration Center, 18300 Greenbay Avenue.

Please note that each year's Illinois School Report Card is posted on our district web site, [www.d158.net](http://www.d158.net), or you may pick up a hard copy at your child's school. We are proud of our academic achievements, which are reflected in our annual Report Card.

This handbook is provided in order to acquaint you with information which should be useful throughout the school year. It will help answer your questions and apprise you of the procedures and requirements of the district, helping to warrant its smooth operation.

I am looking forward to a most successful school year for all our students. If you have any questions or comments, please feel free to call your child's school principal, or me, at any time.

Cordially,

Cecilia Heiberger  
Superintendent of Schools

CH/ps

**SCHOOL DISTRICT 158 LANSING PUBLIC ELEMENTARY SCHOOLS  
2009-2010 CALENDAR**

Aug. 27	District Institute – no school
Aug. 28	District Institute – no school
Aug. 31	Class sessions begin – first day of school
Sept. 7	Labor Day
Sept. 22	School Improvement Day – noon dismissal
Oct. 9	School Improvement Day – noon dismissal
Oct. 12	Columbus Day – no school
Oct. 21	School Improvement Day – noon dismissal
Oct. 23	2:00 p.m. dismissal – End of first grading period
Nov. 3	Parent/Teacher Conference Day - no school
Nov. 25	2:00 p.m. dismissal
Nov. 26 - 27	Thanksgiving Holiday – no school
Dec. 2	School Improvement Day – noon dismissal
Dec. 18	2:00 p.m. dismissal
Dec. 21 - Jan. 1	Winter Vacation
Jan. 4	Classes resume
Jan. 15	2:00 p.m. dismissal – End of second grading period
Jan. 18	Martin Luther King’s Birthday – no school
Feb. 2	Parent/Teacher Conference Day – no school
Feb. 15	President’s Day – no school
Feb. 23	School Improvement Day – noon dismissal
Mar. 1	Casmir Pulaski Day – no school
Mar. 19	2:00 p.m. dismissal – End of third grading period
Mar. 25	School Improvement Day – noon dismissal
April 1	2:00 p.m. dismissal
April 2 – 9	Spring Vacation
April 12	Classes resume
April 20	School Improvement Day – noon dismissal
May 11	School Improvement Day – noon dismissal
May 31	Memorial Day – no school
June 2	Eighth Grade Graduation
June 8	District Institute – no school
June 16*	School Closes

*\*School will close June 9 if no emergency days are used. June 8 – 12 will be used for academic days only if any snow or emergency days need to be taken.*

## **LANSING SCHOOL DISTRICT 158 MISSION STATEMENT**

It is the mission of the education family of Lansing District 158 to provide students with a core of knowledge and basic skills, and to challenge them to build character so that their lives will be productive and purposeful in a culturally diverse and competitive society.

## **LANSING SCHOOL DISTRICT 158 GOALS**

In accordance with the mission statement, the faculty of Lansing District 158 understands that a quality education is multi-faceted and inclusive of integrated academic subjects which are provided within our curriculum. Our educators will use the subsequent goals as a focus for the improvement of student achievement during this school year.

Lansing District 158 will:

- Implement methods, strategies and utilize materials aimed at the improvement of the reading skills of our students.
- Implement methods, strategies and utilize materials aimed at the improvement of the mathematics skills of our students.
- Implement methods, strategies and utilize materials aimed at the improvement of the self-esteem of our students.
- Train staff in the best practices needed to create an educational climate that considers the needs of a culturally diverse and unique student population.
- Provide opportunities for the advancement of the technological skills of our students.

## SCHOOLS

CALVIN COOLIDGE (K-5)  
17845 Henry Street  
474-4320  
FAX 474-8466  
Linda Blomquist, Principal  
David Kostopoulos, Assistant Principal

WILLIAM C. REAVIS (K-5)  
17121 Roy Street  
474-8523  
FAX 474-8465  
Margaret Williams, Principal

LESTER CRAWL PRIMARY CENTER  
(Pre K-1 and Special Education Office)  
18300 Greenbay Avenue  
474-4868  
FAX 474-9976  
Debra Fazekas, Principal / Director of Special Education  
Rick E. Miller, Assistant Director of Special Education  
Linda Ehlebracht, Assistant Principal

OAK GLEN (K-5)  
2101 - 182nd Street  
474-1714  
FAX 474-8461  
Kim Morley, Principal

MEMORIAL JR. HIGH (6-8)  
2721 Ridge Road  
474-2383  
FAX 474-8463  
Rob Zimbelman, Principal  
Robert Svencner,  
Assistant Principal  
Robert Meyer,  
Assistant Principal  
Nicole Robinson,  
Assistant Principal

## HOURS

Grades 1-5 school hours are 8:50 a.m. to 3:05 p.m.

All day Kindergarten classes meet from 8:50 to 3:05 p.m. and half-day Kindergarten students will attend the morning session from 8:50 to 11:55 a.m. The transitional first grade class held at Crawl School will be in session from 8:50 a.m. to 3:05 p.m.

Junior high school (grades 6, 7 and 8) classes meet from 8:50 a.m. to 3:15 p.m.

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

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## **ACCIDENT OR ILLNESS AT SCHOOL**

Emergency cards and medical authorization forms are essential. Please keep the office informed of any changes in home, work telephone numbers, and/or doctor's phone numbers.

You will be notified immediately of any serious accident or injury. Minor injuries will be cleaned and bandaged. A student who becomes ill and cannot attend class will be sent home with a parent or a person named on the emergency card.

If your child shows any of the following symptoms, which may indicate the onset of a communicable disease, please keep him/her at home and consult your physician: fever, water or discharge from eyes or nose, sore throat, swollen glands, cough, skin rash, nausea, vomiting or diarrhea. **It is a good rule of thumb to keep your child home for 24 hours after his/her temperature returns to normal.** Any student missing 5 or more consecutive school days due to the illnesses listed here or due to an injury **must** bring a doctor's note when returning to school

In case of an accident or illness at school, first aid will be administered. The parent, or person designated by the parent, will be contacted to come for the student in the event the student should not remain in school. If the parent or emergency contact cannot be reached and medical attention appears urgent, the paramedics will be summoned and the District Nurse, or another District employee, may accompany the student to the hospital.

## **ADMINISTRATIVE OUTREACH PROGRAM**

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

## **ARRIVAL AND DISMISSAL**

1. Playground supervisors are on duty at 8:30 a.m. **Students should arrive between 8:30 and 8:40 a.m.** Adult supervision is not available before this time.
2. Dismissal is at 3:05 p.m. at the elementary schools and 3:15 p.m. at the junior high. Parents picking up students should park only in designated spaces, not in bus loading zones or along the curbs.
3. If it becomes necessary to pick up your child before regular dismissal, report to the office to meet your child and sign him/her out. Students will only be dismissed from the office. A parent or guardian must call the office or write a note requesting that a child be sent home or released to someone other than legal guardian. This is a protective measure for both your child and school personnel.

4. Walkers and bicycle riders must use the prescribed routes and crosswalks going to and from the school, staying off of private property. Once they arrive at school they must remain there, unless dismissed.
5. Parents should instruct children to go directly to and from school.
6. Medical appointments should be scheduled outside of school hours whenever possible. The students must report to the office and be met by the parent or guardian before going to the appointment. If returning to school on the same day, the student must first report to the office.

### **Early Dismissals**

Students will be dismissed at 2:00 p.m. on the following days:

1. The day before the Thanksgiving Holiday, the day before the start of the Winter Break and the day before the start of the Spring Break.
2. the last day of the first, second and third grading periods (See calendar for dates)
3. Other 2:00 dismissal may be scheduled to allow for teacher in-services. These will be announced in advance of the planned training.

### **ATTENDANCE, NOTIFICATIONS, EMERGENCY CARDS, ATTENDANCE ON RELIGIOUS HOLIDAYS, ABSENCES AND TARDINESS**

1. It is important that the child attend regularly. Of course, if the child is ill, it is best for him/her to stay home.
2. If your child will be absent from school, please call the school between 8:15 a.m. and 9:15 a.m. to report the absence. After hour messages can be left on the office voicemail by calling the school office telephone number.
3. School Board policy requires notification of parents when an absence is not reported to the office by the parent.
4. Emergency card phone numbers should be kept up-to-date so that the office may check on students' whereabouts when absent. When a child returns to school, a note from the parent is required. A physician's note may be required after a child is absent for five consecutive school days.
5. When your child is absent from school, there is a natural concern about missing class work and a desire to have homework sent home. If the child is going to be absent, please call your child's school and make arrangements for your child's make-up work. When a vacation must be scheduled during the school year, work may be made up upon return to school.
6. Any student who is unable to attend classes or participate in any examination, study or work requirements on a particular day or days, or at a particular time of day, because of his or her observance of a religious holiday, shall be excused from attending school. The parent or guardian of a child who is to be excused from attending school due to the observance of a religious holiday is to give at least five (5) days notice of the child's absence to the building principal or other school personnel. Students will be allowed to

make-up work missed during the absence in accordance with the procedures established for other excused absences.

7. Students are required to attend school whenever possible. Students who are absent without “valid cause” shall be considered truant (see District 158 Absenteeism and Truancy Policy). Tardiness to school and/or class is considered truancy during the time when students are absent from school without valid cause as defined below. Truancy is punishable under the discipline policy and the truant student and the student’s family may be referred to outside agencies to address the reasons causing the truancy. Grades may be reduced as a result of tardiness and/or truancy and a report will be made to the Regional Office of Education as required by state law.

### **DISTRICT 158 ABSENTEEISM AND TRUANCY POLICY**

1. A **valid cause** for student absence from school shall include student illness, observance of a religious holiday or death in the immediate family (including aunts, uncles, cousins, and grandparents).
2. A “**truant**” refers to a child who is absent from school without a **valid cause** (see above) for a school day or a portion thereof. A “**chronic truant**” refers to a child who is absent from school without a **valid cause** (see above) for 10% or more of the previous 180 regular attendance days.
3. Diagnostic procedures used for identifying the cause(s) to truant absenteeism may include interviews with the student and parent/guardian including the District social worker, appropriate classroom teachers and building administrators, and any other school personnel and/or parties who have information relevant to the truancy.
4. Supportive services to be made available to truant or chronically truant students shall include parent conferences and counseling and intervention and counseling by the District social worker, who will provide parents with appropriate information about existing community services and resources that are available to both parent and student.
5. School District 158 will continue to uphold and enforce the policy adopted requiring parents to call the attendance center of their child by 9:00 A.M. each day that the child will be absent or late to school. An attempt will be made by school personnel to reach parents of absent or tardy students who do not call by 9:00 A.M. Punitive action taken against a student for truancy shall be limited by the provisions of Section 26-12 of The School Code (Ill. Rev. Stat. 1989, ch. 122, par. 26-12).

### **BICYCLES**

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

1. All bicycles should be locked. The school will not assume responsibility for stolen or damaged bicycles.
2. Bicycles should be parked in the racks provided.
3. Walk your bicycles. Bicycle riding is prohibited on the school grounds.

4. Additional expected behaviors may be established by the school principal to help ensure the safety of all children.

### **BIRTHDAYS (Early Childhood-5)**

Parents may provide treats on their child's birthday. Notify the teacher at least two days in advance when a child is bringing in a treat. It should be kept simple - candy bars, fruit, cookies, cupcakes, etc. Cakes, suckers, balloons, gum or hard candy are prohibited.

Birthday books may be given as a more lasting treat and are most appreciated. Contact the school library for details.

### **BOOKS**

1. Students are expected to take good care of the books that are loaned to them. In certain grade levels, students are expected to cover each textbook with a book cover. Contact paper is not to be used for a book jacket and its use as such will necessitate charging the student for replacement of the textbook.
2. Fines will be charged for all books or equipment lost or damaged.

### **BUILDING USE**

All organizations using the school facilities need a building permit which must be applied for at the school office and proof of one million dollars in liability insurance must be provided.

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

1. Children are to be under the supervision of an adult at all times and are only to be in those areas assigned by the permit. Permission of the principal, or the custodian if the principal is not available, must be obtained to use additional facilities. Children should walk at all times when in the halls.
2. An adult supervisor should be present with the children at all times in the building or assigned area.
3. Rooms are to be left as they are found. If permission is granted for the use of chalkboards, wash them. Leave chalkboard items where they are found.
4. Designate one area for food and/or beverages. Any spills are to be cleaned up immediately by the rental group.
5. School supplies and equipment are not to be used.
6. All desks and their contents are off limits.
7. Please observe the time limits stated in the permit. Persons should arrive in the designated areas only at the time requested and leave at the end of the assigned time.

8. Only the assigned areas may be used.
9. Failure to comply with the above rules may result in the loss of the building use permit.
10. Non-school activities: The school assumes no responsibility or management of non-school activities such as scouts, recreational programs, and other activities. A waiver of liability has to be on file in the office.

### **BUS RULES**

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

### **BUS DISCIPLINARY PROCESS**

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

**2nd Offense** Conference held with principal, parent and student.

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

**Continued Misbehavior** Lengthy suspension of bus riding privileges - may include expulsion for the remainder of the year.

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

### **CALCULATORS**

Students in grades 2-8 will be assigned a school calculator to use during various times when its use is appropriate to the classroom instruction. Parents will be held responsible for the calculator and will be assessed a replacement fee if it is lost, damaged or destroyed.

### **CLASSROOM RULES**

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

### **CLOSING OF SCHOOL**

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

During inclement weather, students who have arrived at school are allowed to enter the school building immediately.

If it ever becomes necessary to close our five schools, Coolidge, Oak Glen, Reavis, Lester Crawl and Memorial Junior High, for any reason, this information will be broadcast over the following radio and T.V. stations beginning at approximately 6:30 a.m.:

<b><u>T.V.</u></b>	<b><u>Radio</u></b>
Channels 2, 5, and 9	WMAQ 670 AM
Fox News	WGN 720 AM
CLTV News	WBBM 780 AM
Local Channel 10	WLS 890 AM
	WJOB 1230 AM

**OR**

PARENTS MAY CALL 1-900-407-SNOW AT \$.95 PER MINUTE

### **CLUB, ATHLETIC, AND ACTIVITY ELIGIBILITY**

All students interested in participating in an extracurricular activity or sport must sign up three weeks prior to tryouts. Grades will be checked two weeks prior to determine whether a student is eligible to tryout. Those students with one or more failing grades (F) will not be allowed to tryout. In addition, if a particular sport or activity begins before or at the beginning of the school year, a student's eligibility for tryouts will be based on their 4<sup>th</sup> quarter report card grades from the previous school year.

A student must be doing passing work in all school subjects to participate in any extracurricular, athletic or school related activity. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. A student will become ineligible if he/she receives an F in any of their subject areas. A student who becomes ineligible will be allowed to attend practices but not participate in games. When a student is

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

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

Students must attend a least a half-day of school the day of the after school activity in order to participate. Students who are absent from school will be denied attendance at, and participation in, the event.

## **COMPUTERS**

Lansing School District 158 is adding/upgrading computer technology in order to enhance your child's education. Your child will be able to communicate through E-Mail (sending and receiving messages through the computer) and access the Internet.

When students are accessing the Internet, they will be supervised. It is very important that any message sent by electronic mail be written appropriately. The reason for this is that all messages can be forwarded and posted on electronic bulletin boards for anyone to read.

Since the Internet is a public forum, it is essential that no messages contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism, or hate.

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

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

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

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

Parents and children need to discuss the Rules and Code of Ethics for Lansing School District 158. It is your decision if you wish your child to use the Internet.

Parents must sign a separate Rules and Code of Ethics for each of their children in order to give permission for Internet usage. This form need be signed only once, and will grant permission for your child to obtain access on the Internet for as long as he/she is a student

in School District 158. If you have not signed and submitted a form for your child, one is included at the end of this handbook.

### **CUMULATIVE RECORD**

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

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

### **EARRINGS**

Boys are prohibited from wearing any earrings.

### **ENROLLMENT**

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

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

## **EQUAL OPPORTUNITY**

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

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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

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

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

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

#### **And may also consist of:**

- Honors and awards received;
- Information concerning participation in school-sponsored athletics;
- Offices held in school-sponsored organizations.

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

### **Temporary Student Records**

The student's temporary record may consist of:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extra curricular activities
- Honors and awards
- Teacher anecdotal records

Disciplinary information, The student's temporary record must include disciplinary information when it is specifically regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another

- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to the release of this record.

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

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

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

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

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

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

### **FINES, FEES, CHARGES AND WAIVER OF STUDENT FEES**

It is the policy of the School Board to charge a nominal fee for the use of textbooks, computers, and consumable materials. The Board may establish a fee for extracurricular activities.

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

Students whose parents are unable to afford student enrollment fees may request a waiver of those fees provided they complete all applicable forms with supporting documentation. These forms are available at each school office. The income eligibility guidelines published annually by the Department of Agriculture will be used by the school principal or his/her

designee to determine eligibility for fee waivers. A letter notifying applicants of their status will be sent after determination is made and parents whose application has been denied will be provided with the process for appealing the decision. Students of families that are eligible for a waiver of fees are not exempt from charges for lost and/or damaged books, supplies, computers, or any other district property.

After a reasonable effort has been made by the school to collect fees, those that have not been paid will be turned over to **Receivables Management Inc.** for collection.

### **GANGS AND GANG ACTIVITIES**

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

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

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

### **GANG POLICY - PENALTIES FOR VIOLATIONS**

Any student who is first suspected of violating paragraphs A and B of this policy will be required to surrender any material or thing alleged to violate the policy to school officials and attend a parent conference.

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

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

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

### **GRADING SCALE**

Students in grades 3 through 8 will be graded according to the following scale:

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

### **GUM CHEWING**

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

### **HEALTH PROCEDURES**

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

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

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

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

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

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

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

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

**Policies and Practices:**

In order to preserve the health of our students, and to provide the proper care in health emergencies and accidents at school, we ask your assistance in becoming familiar with these policies and guidelines. Please contact the district nurse if you have any questions.

**Physical Examinations:**

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

**Dental Examinations:**

As of July 1, 2005, Illinois law requires that all children in kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade must present proof of a dental examination by a dentist prior to May 15<sup>th</sup> of the school year. Report cards for students failing to provide proof of a dental examination may be withheld until the requirement is met.

**Eye Examinations:**

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

**Human Papilloma Virus (HPV):**

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

**Interscholastic Sports Physical Examination Requirement:**

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

**Immunizations:**

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

**Minimum Immunization/Screening Test Requirements include:**

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

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

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

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

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

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

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

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

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

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

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

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

**Emergency and First Aid Information:**

Forms for Emergency Health and Accident Information are sent home with students the first week of school. These forms are to be completed and returned immediately to the school. It is the parent’s responsibility to report any changes in information on this form during the school year to the district nurse or school health aide.

**Automated External Defibrillators (AED)**

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

**Communicable Diseases:**

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

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

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

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

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

**Pediculosis (Head Lice):** Students who are infected with head lice will be excluded from school until the district nurse sees no evidence of head lice, or a note is received from a doctor stating that the condition has been treated, accompanied by proof of medication

purchase. The district nurse will provide parents with treatment information. Students in the same class with an affected student will be examined by school health personnel.

**Fever and Vomiting:**

If a student has an acute upper respiratory infection, sore throat, earache, upset stomach and/or elevated temperature of 100 degrees or more, the student should not be sent to school. It is recommended that a child remain at home for 24 hours following an episode of fever or vomiting to ensure full recovery.

**Hearing and Vision:**

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

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

**Physical Education/Recess:**

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

**IDENTIFICATION BADGES**

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

**ILLINOIS SCHOOL REPORT CARD**

Each school year the Illinois State Board of Education issues an Illinois School Report Card for each school and the school district. The Report Card gives demographic, instructional setting and financial information about the school and the district. The academic performance on the state assessments for the school, district and state is reported via the

Report Card. The Illinois School Report Cards are available to the public by visiting the district web site, [www.d158.net](http://www.d158.net), or a hard copy may be requested at the school office.

### ISAT

Students are tested in the spring of each year using the Illinois Standards Achievement Tests (ISAT) to determine their progress in attaining the Illinois Standards for Learning. The results of these assessments will be shared with parents when they become available from the Illinois State Board of Education. Parents will be provided with copies of their child's results and be given the opportunity to discuss the results with their child's teacher.

### ITEMS PROHIBITED AT SCHOOL

**Toy guns/look-alikes or toy weapons are not allowed in school. Any student in possession of a toy gun/look-alike or toy weapon will automatically be suspended out of school for 3 to 10 days with possible review for expulsion.**

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

Radios, tape players, cameras, playing cards, collector cards (including Pokemon), electronic games, "giga/tomagachi" type pets, etc., will not be allowed on school grounds.

Student possession of cell phones and/or pagers is prohibited while on school grounds.

### LOST AND FOUND

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

### LUNCHES

Parents and guardians may purchase hot lunches and/or milk on a monthly or bi-monthly basis. Tuesdays have been designated as lunch money collection days and it is requested that parents make their monthly or bi-monthly lunch payments on that day of the week. The cost per lunch is \$2.00 (lunches include milk). Milk is priced at \$0.30 per carton for those wanting to purchase only milk. Parents are to send lunch money in an envelope marked with the number of lunches or milk being purchased, the exact amount of money (change will not be given), the student's name and the teacher's name. Personal checks must include the student's name on the memo line. Since the implementation of the hot lunch program, fast food lunches are no longer allowed at school.

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

1. Free or reduced price lunches will be provided to the children whose family income meets federal guidelines. For more information, parents should contact the school.
2. If your child is bringing a bag lunch, please make sure your child has his/her lunch before leaving home. Students who forget lunches will not be allowed to call home.
3. The lunch period is supervised by noon adult supervisors.

### **LUNCHROOM RULES**

1. Stay at your assigned seat.
2. Raise your hand for permission to leave your seat.
3. Talk in a quiet voice.
4. Remember your table manners and leave your area clean.
5. Lunches may not be shared, nor items traded or sold.
6. Listen to the noon supervisors.

### **MANDATED REPORTERS**

In accordance with the Illinois School Code, all district personnel are required to cause a report to be made of suspected cases of child abuse or neglect to the Department of Children and Family Services.

### **PARTIES (Early Childhood-5)**

The PTA sponsors three parties: Halloween, Christmas and Valentine's Day. A one time fee is collected to offset these costs.

### **PASSES FOR LEAVING SCHOOL**

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

### **PERSONAL ITEMS**

1. Children are responsible for any money, jewelry or other valuables brought to school. The school is not responsible for lost, stolen or damaged items.

2. Matches, lighters, toys, knives, rubber bands or other items that a student uses to cause disruption or threaten the safety of others, will be confiscated and not returned. Possession of these items may be cause for suspension from school or expulsion from the school district. Other inappropriate items will be confiscated as well.
3. Selling or trading among students at school, on the school grounds or on the school bus shall not be permitted.
4. Children must obtain teacher's permission before bringing toys or other personal items to school.
5. Chewing gum is forbidden.
6. Items should be brought to school in plastic or non-glass containers. Aerosol containers and glass jars are forbidden.
7. Students are forbidden to bring radios, stereos, tape recorders/players, MP3 players, iPods, cell phones, pagers, roller blades, skateboards or pocket video games to school.

### **PHONE CALLS / MESSAGES**

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

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

### **PLAYGROUND RULES**

1. Follow equipment rules and directions. For the sake of safety, children should not wear scarves, necklaces, etc., while playing on the equipment.
2. When the whistle blows, line up immediately.
3. Follow the rules of the game you are playing.
4. Do not throw mud, dirt, snow, stones or snowballs at anytime.

### **PROGRESS REPORTS**

1. Parent/teacher conferences are scheduled for the first and second reporting period as part of the reporting process.
2. Progress reports are distributed during each grading period. These reports will be given at midterm for students whose progress has declined. Parents are to sign the progress report and return it to the teacher.
3. Additional conferences may be scheduled by the parent calling the office to make an appointment.

## **PROMOTION AND RETENTION**

### **Promotion**

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

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

### **Retention**

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

### **Acceleration**

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

(105 ILCS 5/10-20.9a and 10-21.2).

## **PROPER SCHOOL ATTIRE**

The Board of Education recognizes that the selection of dress style rests with the student and the parents. However, the Board realizes that the schools have a responsibility in the area of appearance and establishing standards for students. It is therefore the policy of the Lansing School District 158 Board of Education that within the bounds of common decency

and modesty dress shall be clean and in good taste. Some type of shoes and/or sandals shall be worn at all times. Dress should promote the health and safety of each student. **No tattoos and/or visible body piercing will be allowed on any student with the exception of earrings for girls in their ears.** Dress that causes disruption (i.e., reference to sex, drugs, alcohol, tobacco or obscenities) or damage to school property is prohibited. Students representing Lansing Schools at outside activities may be required to adhere to a more specific dress pattern.

### **PUBLIC NOTICE**

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

### **RECESS**

1. Students go outside whenever weather permits. Schools will use the following criteria as guidelines when determining if students can go outside for recess or physical education. Students will not be sent outside for recess when temperatures are less than 10°F. and/or wind chills are less than 0°F. Students are expected to dress appropriately for the weather. Each principal will make the determination based upon these guidelines and other conditions at that specific school.
2. If a child has been ill and cannot go outside the day of return, a written note to the teacher is required.
3. A request for more than three (3) days of indoor recess requires a note from the doctor.

### **REPORTING TO THE PARENTS/GUARDIANS**

#### **Report Cards and Progress Reports**

Report cards are distributed six days after the end of every quarter. Reports shall attempt to estimate the quality of a student's performance with reference to his/her capacity and achievement. Each child's educational progress should be gauged against his/her own abilities, rather than the abilities of the other children in the class. Progress reports of Memorial Junior High School pupils' progress are distributed four times per year.

Parents need not wait for report cards to check on their child's progress. They should check frequently with their children and should feel free to visit the school at a convenient time that will not disrupt class work.

#### **Notes**

Parents should check with their students daily for notes from teachers or the school office. When necessary and appropriate, written notification may be sent with students to inform

parents of field trips/special events, information pertinent to the student's education, safe school notifications or other important informational items.

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

### **Telephone Calls**

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

### **School Messenger System**

District 158 employs the School Messenger mass calling system which allows immediate notification to all parents and guardians of events affecting all students such as school closings and district wide special events. Calls from this system will be identified on caller ID as a school district call. Only parents and guardians with valid telephone numbers on file with the school will receive these important notifications.

## **RECORD ACCESS**

Parents are entitled to inspect their child's school records in the presence of a designated school official. An appointment to inspect school records may be made by calling the school office. Records will be released only with signed parental approval. Copies may be made at a cost of \$0.35 per page.

## **SAFETY**

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

## **SAFETY PATROL**

Fifth graders who have been recommended by their teachers as responsible citizens may be chosen as safety patrol members. This job is extremely important to the safety of all children. Youngsters chosen for safety patrol must continue to exhibit responsible behavior both on the post and during the school day. Special activities are planned for these students throughout the year. The Lansing Police Department assists our safety patrol.

## **SCHOOL VISITORS**

1. Parents are welcome to visit the school, but must sign-in, show photo identification and wear a visitors badge at the office for the purpose of security. Classroom visits/observations are to be scheduled ahead of time through the school office. (See Visitors to School Property)

2. Students are not allowed to bring other children as visitors to school.

### **SEARCH AND SEIZURE**

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

### **SEX EQUITY IN EDUCATION** **BOARD OF EDUCATION POLICY STATEMENT**

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

#### **Grievance Procedure**

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

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

calendar days after receipt of any written grievance properly filed with the Board Secretary, and shall render a writing within fifteen (15) calendar days after such a meeting. The decision of the Board will be final within the District.

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

### **SEXUAL HARASSMENT**

It is the policy of this School District (Board Policy 5.05) to provide for its students an educational environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

### **SPECIAL EDUCATION**

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

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

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

Any parent or legal guardian of a child who is 3-5 years of age or older may request District 158's screening and diagnostic services throughout the school year. Parents who suspect their child may need special help should contact the Special Education Office at 474-4868.

### **STATEMENT OF ASSURANCE**

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

## **STAYING AFTER SCHOOL**

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

## **STUDENT DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people, and most importantly, is essential to the classroom environment for learning to take place and for all students to reach their educational potential.

The District is committed to these goals and to achieving them through encouraging proper student behavior.

### **Positive Behavior Interventions and Supports (PBIS)**

In support of the philosophy stated previously, District 158 has implemented PBIS programs at each of its schools to instruct and support students in learning appropriate behaviors while at school. Each school's PBIS matrix is included in the appendix to this handbook. The PBIS program identifies specific behaviors that will be taught monthly. Goals will be set and celebrations will be held as these goals are met. Parents wanting more information about the school's PBIS program are encouraged to talk with their child's teacher and/or the building principal.

### **Bullying**

Bullying of any kind will not be tolerated. There are four main kinds of bullying: physical, verbal, social and electronic. Students that are bullying will receive disciplinary consequences by the administration. Parents will be notified along with the social worker.

### **Expected Student Behaviors:**

#### **In general:**

1. Keep hands and feet to self.
2. Respect others and their property.
3. Use appropriate language when speaking to adults and peers.
4. Gum chewing is not permitted.
5. Using objects as weapons is forbidden.
6. The use of tobacco, drugs or alcohol is not permitted.
7. Use all school equipment and property with respect.

8. Walk in the halls, restroom and/or classroom.
9. Ask permission before using the property of adults or peers.
10. Obtain permission of the teacher before bringing toys to class.
11. All students should be on time and attend school daily unless an illness or an emergency arises.
12. Respect the educational process of the teachers and other students. Give classmates the opportunity to learn.
13. Selling or trading of items is prohibited.
14. Actions that infringe upon the safety of others are prohibited.

**During Disaster or Safety Drill:**

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

**While at School:**

All students are expected to commit themselves to contribute to the safe, orderly operation of District 158 schools.

**Students are expected to:**

- Attend school and classes daily on time, be prepared with all (and only) materials and items necessary for classes, wear appropriate clothing that does not interfere with the educational process.
- Walk to the right at all times in the hall.
- Cooperate with all adults in authority.
- Permit staff to conduct classes without interruptions.
- Allow classmates to participate in class and school activities without interruption, ridicule or threat.
- Refrain from cursing or using other abusive language.
- Resolve conflicts and disagreements without physical violence, threats, or verbal intimidation.
- Request the assistance of any adult in the school when experiencing academic, personal, or peer-related problems.
- Keep weapons and items which could be used as weapons out of the school.
- Refrain from the use of tobacco, drugs, alcohol, or other mind/mood altering substances on campus, or at school sponsored events, or before attending school.
- Use fire fighting equipment or alarms only in the event of an emergency.
- Refrain from the use of gang symbols or gestures.
- Refrain from recruiting for any organization not approved of by the administration.

### **While in the Lunchroom:**

To assure that everyone is able to eat or assemble in a well-organized, safe and comfortable environment:

#### **Students are expected to:**

- Follow all expected school behaviors.
- Remain seated in the assigned place during the full lunch period.
- Raise your hand and wait for an adult to grant permission to leave your seat (except in real emergencies).
- Keep your hands, feet, books, food, and other objects to yourself.

### **While in Assemblies:**

- Follow all expected school behaviors.
- Give attention to the speaker when requested. Pay attention to the presenter or performance.
- Be courteous to performers and your neighbors.
- Generously applaud in keeping with the occasion. Never boo.

### **While at School Sponsored Events:**

- Follow all expected school behaviors.
- Remain in bleachers, seats, or designated area throughout the event or presentation.
- Leave the designated area only at specified times when directed by supervising adults.

## **BEHAVIOR MANAGEMENT AND CONSEQUENCES**

The faculty and staff are committed to fostering growth in all students by helping them manage their own behavior. Initially, when problems arise, faculty and staff will attempt to resolve them with the student individually, depending on the maturity of the student and the severity of the behavior. Talking with the student, developing a behavior improvement plan, and other procedures will be utilized by the staff to help him/her develop positive ways of managing personal behavior.

When a student has not appropriately modified the behavior after being given the opportunity to do so, additional intervention strategies will be used at school. Those will include, but are not limited to, the following: detentions (morning and after school), denial of privileges, in-school suspension from activities, classes, school or school events, or out-of-school suspension.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS**

Consequences are administered in direct relation to the severity of the offense. Ordinarily, parents will be notified in advance. Consequences will generally be selected from among the following:

- Student and teacher(s) meet privately to discuss the behavior.
- Behavior Improvement Plan is developed by teacher and student.
- Seating reassignment.
- Denial of privileges.

- Notification of parent, principal, and/or conference with parent, teacher, student and administrator.
- Detention (before or after school).
- In-school suspension.
- Suspension from classes, school, school bus, lunchroom, or school events.
- Expulsion.

**NOTE: Any assault on school personnel will be reported to and dealt with by the local authorities.**

## **SUSPENSIONS**

Suspensions are assigned by an administrator and may be assigned as an out-of-school suspension or a Stay In School (SIS) assignment, depending on the severity of the infraction.

Friday Detention will be utilized as an alternative program for students at MJHS.

The Stay in School Program (SIS) is an effective alternative to out-of-school suspensions. SIS removes the student from the classroom, but keeps the student within the school during the period of suspension. A student assigned an SIS is ineligible to participate in or attend any extra curricular activities until the next school day following the assigned days. Students are assigned to SIS **for a minimum of two days per infraction**. They are supervised by certified personnel, and will be expected to complete assignments (half-credit will be given). Parents will be notified if their child is assigned to SIS. Failure of a student to abide by SIS rules will result in an out-of-school suspension. **After the third SIS, an out-of-school suspension will be assigned.**

Students assigned an out-of-school suspension are ineligible to attend school activities or functions, and will receive **no credit** for school work missed. Parents will be notified when their child is assigned an out-of-school suspension.

## **TRANSFERS**

### **Transferring In**

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

The building principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations.

The student should request the school from which he/she is transferring to forward an unofficial record of the student's grades and the remainder of the student's school records. If the student is unable to present the records, the student shall be admitted and the building principal shall request the records from the transferring school. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

### **Transferring Out**

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

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

Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records to be released and have an opportunity to review and copy them.

### **TOBACCO PROHIBITION**

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

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

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

### **TITLE I DISTRICT PARENT INVOLVEMENT POLICY**

Lansing School District 158 supports the concept that parents of the children enrolled in the District's Title I program be consulted on the design and implementation of the program. Parents will have the opportunity for Title I involvement through such activities as an annual parent meeting, parent-teacher conferences, parent workshops and seminars, newsletters, surveys, and other activities from a list included in the Title I regulations. Parents will have the formal opportunity in the Spring to advise for the following year program and an opportunity in the Fall for the purpose of discussing program implementation.

A Thornton Fractional Educational Cooperative Advisory Committee serves as the advisory resources to the program. Members of the committee shall include, but not limited to parents/ guardians of Title I children, Title I program teachers and building administrators.

To ensure a timely response, the district shall provide a response to all written recommendations within 30 days.

The Title I Director shall report to the Board of Superintendents, the findings and recommendations regularly throughout the year and in a written annual report by June 30 of each school year. (LEG.REF.: Education Consolidation and Improvement Act General Administrative Requirements, Section 200.53 (b) (1).

### **TITLE I DISTRICT PARENT RIGHTS**

District 158 is proud to announce that all of its teachers and paraprofessionals are highly qualified and have met the NCLB standards for their position. All of District 158 teachers have met the State of Illinois certification requirements and hold a bachelor's degree and/or a master's degree in education. None of our teachers are teaching under an emergency or provisional status. All paraprofessionals are highly qualified and have met the NCLB standards as outlined by the State of Illinois either through testing or college credit. Parents of students enrolled in Title I schools may request information regarding the qualifications of their child's teacher(s) in the school office and will receive a response to such a request within seven (7) school days.

### **VANDALISM**

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

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

### **VISITORS TO SCHOOL PROPERTY**

All visitors to school property are required to report to the building principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show photo identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;

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

### **Enforcement**

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

### **VOLUNTEERS**

The Learning Resource Center uses parent volunteers daily. These individuals help students with computers and general library skills. If you are interested in giving some time to help students, write a note to the LRC director or your child's teacher. Contact your PTA president to assist with the many activities conducted by your school's PTA.

## **WEAPONS**

A student who is determined to have brought a weapon to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case by case basis. For purposes of this Section, the term “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by (various state and federal statutes), knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-alikes” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. (105 ILCS 5/10-22.6)

## **ANY QUESTIONS?**

This handbook cannot equate to an irrevocable contractual commitment to the student, but only reflects the current status of rules and policies of District 158. District 158 does strive to comply with all of the ever-changing state, federal, and local laws and mandates, including the “No Child Left Behind Act of 2001”.

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

## **VISIT US ON THE WEB**

District 158 maintains a web site at: [www.d158.net](http://www.d158.net). Links to all the schools as well as links to a variety of useful information and resources can be found at this site. Please visit the web site often as it is updated regularly.

## LANSING ELEMENTARY SCHOOL DISTRICT #158

18300 Greenbay Ave.  
Lansing, IL 60438

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

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

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

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

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

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

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

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



## **RULES AND CODE OF ETHICS FOR LANSING SCHOOL DISTRICT 158 COMPUTER USERS**

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

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

# LANSING ELEMENTARY SCHOOL DISTRICT 158

## PARENTAL PERMISSION REGARDING INTERNET USE

We the parent(s)/guardian(s) have read and discussed the Rules and Code of Ethics for Lansing School District 158 Computer Users with our child.

**We, the parent(s)/guardian(s):**

(Please check one)

- DO** grant permission for our child to use the Internet while enrolled as a student in School District 158.
- DO NOT** grant permission for our child to use the Internet while enrolled as a student in School District 158.
- 

## PUBLICITY RELEASE FORM

**We, the parent(s)/guardian(s):**

(Please check one)

- DO** grant permission to use school related photographs of our child for District publications and/or to release to commercial publications while he/she is enrolled as a student in School District 158.
- DO NOT** grant permission to use school related photographs of our child for District publications and/or to release to commercial publications while he/she is enrolled as a student in School District 158.
- 

## CONFIRMATION - READING OF HANDBOOK

- We, the parent(s)/guardian(s) and our student affirm that we have received, read and understand the information presented in this handbook.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*A copy of this form is to be placed in student's cumulative record.*