

# ARBOR PARK MIDDLE SCHOOL

Home of the Panthers

School Colors: Blue, Black, White

School Hours: 7:48am - 2:25pm

School Website: <https://www.arbor145.org>

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_



Welcome to  
Arbor Park Middle School!



*A school is only as good as the people who are part of it. As student body members you will be expected to follow the rules that have been established for the benefit of all citizens of Arbor Park Middle School.*

*Be proud of Arbor Park at all times and work to make it a better place. Care for the building and grounds, as they are yours and should be treated with consideration. Get involved in activities offered during the year. At all times, remember to respect the rights and feelings of other people in everything you say and do. Learning to accept this responsibility is an important part of your education.*

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***PLEASE USE THIS PLANNER AS A TOOL TO KEEP TRACK OF ASSIGNMENTS AND TO HELP YOU PLAN FOR DAILY SUCCESS***

- Write down all class assignments daily in detail.
- When you complete an assignment, put a check mark next to the assignment name.
- If there is no work to be completed at home, write down what was done in class by indicating 'in class' next to the assignment or activity. You should never write 'none' for your class assignments.
- You can indicate any activities or appointments you have in the extra boxes.

**ARBOR PARK SD #145 MISSION:** Our mission is to develop a partnership with students, staff, parents, and the community that will create a learning environment that enables all children to reach their full potential and to ensure quality and equity for all to succeed.

**ARBOR PARK MIDDLE SCHOOL BELL SCHEDULE**

**A DAY SCHEDULE**

<b><u>Period</u></b>	<b><u>Time</u></b>	<b><u>Class</u></b>	<b><u>Teacher</u></b>	<b><u>Room #</u></b>
HR				
1				
2				
3				
4				
5				
6				
7				
8				
9				

**B DAY SCHEDULE**

<b><u>Period</u></b>	<b><u>Time</u></b>	<b><u>Class</u></b>	<b><u>Teacher</u></b>	<b><u>Room #</u></b>
HR				
1				
2				
3				
4				
5				
6				
7				
8				
9				

## **Board of Education**

Meetings are held on the fourth Wednesday of every month.

Mrs. Tina Moslander	Mrs. Maryann Ing
Mr. David Rana	Mrs. Wendy Lux
Mr. Michael Biel	Mrs. Caitlyn Murphy
Mrs. Dana Chudzinski	

## **Arbor Park SD #145 Administration**

17301 Central Avenue  
Oak Forest, IL 60452-4920  
(708) 687-8040

Dr. Andrea Sala	-----	Superintendent of Schools
Mr. Andrew Ziegler	-----	Assistant Superintendent of Finance
Dr. Eliza Lopez	-----	Assistant Superintendent of Student Services
Ms. Camille Hogan	-----	Director of Teaching and Learning
Mr. David Termunde	-----	Director of Technology

## **Arbor Park Middle School Administration**

17303 South Central Avenue  
Oak Forest, IL 60452  
(708) 687-5330

Mr. David Evans ----- Principal

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### **Disclaimer:**

**Rules established in the student handbook may be asserted by students to create certain contractual or property rights. It may be in the District's interest to indicate that the handbook is not intended to create contractual or other rights between the student and the school district. The handbook is intended to describe the school its current practices procedures, rules, and regulations. It is subject to Board Policy which may be modified.**

**All sections of the Arbor Park student handbook are subject to updates and modifications as needed. The most up-to-date information can be found online at [www.arbor145.org](http://www.arbor145.org)**

## **1) GENERAL INFORMATION**

### **1.1) Student Expectations, Rights, and Responsibilities**

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws as they may apply for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

- Come to school every day and be on time
- Always come to class with his/her supplies and assignments
- Complete daily assignments
- Help care for books, supplies, and all school property
- Politely and respectfully obey all school rules, teachers, and staff
- Be polite and respectful to all teachers and staff
- Use acceptable and appropriate language
- Be fair and kind to other students
- Resolve conflicts peacefully through problem solving
- Act in a way that will help all students learn
- Treat others with respect
- Report incidents of harassment or bullying to an adult
- Dress appropriately to promote a positive learning environment

### **1.2) Equal Educational Opportunities and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact your building principal.

### **1.3) Student Registration and Fees**

School supply lists can be found on Arbor Park School District 145 website, or a paper copy can be found in the District Office. We ask that students have all their supplies with them the first day of school. Supplies may need to be replenished during the school year as needed.

The following fees are collected during student registration. The amount of each fee is subject to Board of Education approval on a yearly basis:

Book Fees (Gr. 5-8)	----	\$175.00
Gym Uniforms (Gr. 6-8)	----	\$20.00 (\$10 each piece)
Technology Fee	----	\$50.00
Conference Athletic Fee***	----	\$40.00***
***There is a "pay to play" fee of \$40 for students participating in a conference athletic team.		

Students at Arbor Park Middle School are issued certain textbooks to keep at home in an effort to eliminate the weight of student book bags. Students not returning these textbooks at the end of the school year are subject to fines that are the direct cost of replacing the textbook. Damage to any textbooks will be assigned a fine (a percentage of the cost of the book). Students given a brand-new textbook are required to pay the full replacement of the text for any damage to that book.

#### **1.4) Required Student ID**

Students are required to wear their school-issued student identification photo ID and lanyards every day as part of the APMS Dress Code. Student IDs are used for purchasing from the hot lunch program, library use, and as identification in the building at all times. Lost or damaged IDs and lanyards will need to be replaced at the APMS Main Office for the cost of \$8.00. An ID purchase can be paid by cash or charged to a student's PushCoin account. Students are given one “free” sticker temporary ID per Trimester. All subsequent temporary ID issuances can result in a detention or other consequence deemed appropriate by school administration. Students who choose not to wear their IDs are subject to disciplinary action by the school administration. All student IDs should be left in the student’s locker at the end of the school day.

#### **1.5) Dress Code**

Courts and State Educational Authorities have advised school officials that rules concerning hair and dress styles should relate to health, safety, and the educational process. Any dress style, which distracts teachers and students enough to disrupt the educational process, will not be permitted.

Note: The Inclusive Athletic Attire Act (*105 ILCS 5/10-20.73*) permits students to modify their PE or athletic uniforms in keeping with their religion, culture, or personal preferences for modesty (students do not need to seek special permission to wear a hijab, undershirt, or leggings with their uniforms as long as it does not cover their faces or interfere with their movement).

Dress code infractions will require a change of clothes and may require a phone call home. **Upon the third dress code infraction a detention will be assigned.**

Arbor Park School District 145 recognizes that student dress and grooming habits are the responsibility of both parent and child. Students will face disciplinary measures when and if the school dress code is violated and enforce the following rules:

- Dress shall be clean for the protection of health and comfort of all individuals.
- Footwear that protects the foot, and safeguards health of others, must be worn.
- No FLIP FLOPS/SLIDES. They create a safety hazard and are not considered protective footwear. ‘Crock’ type of shoes must have the backs up at all times to secure the shoe to the foot.
- Dress and personal grooming shall not be extreme or of immodest fit or style to the extent it interferes with the educational process (this includes any clothing worn in a torn or ripped fashion as to exposing too much skin).
- Pants must be worn at waist level with appropriate fit. Belts are necessary for those who wear a “baggy fit” pant.
- Shorts and skirts (slits in skirts) must be of appropriate length. This will be determined by an administrator.
- Shirts or tops must cover the upper arms and shoulders and extend past the waist. Tops and shirts must meet the top of the pants.
- Shirts that bear the midriff and/or cleavage are not permitted.
- Clothing that is translucent is not permitted.
- No pajama wear is allowed at school (permitted on sanctioned School Spirit days only).
- All outerwear is to be kept in the student’s locker (Jackets, gloves, hats, etc.). Outerwear is not allowed to be worn during class or in the hallways.
- Items which may pose a potential danger are prohibited. Examples are chains of any form, chain/studded belts, or unusually large chain/studded necklaces or bracelets.
- No garments depicting alcoholic beverages, tobacco products, or other drugs shall be worn at school.
- No garments with messages or symbols that include inappropriate language, sexual actions, or promote gang activity may be worn at school.
- Facial and body piercing is prohibited for the safety of all students.
- Backless/strapless tops or dresses are not allowed at school.
- No headwear (hats, hoods, sunglasses etc.) is allowed in school.
- Aerosol products, perfumes, and scented lotions are prohibited due to respiratory allergies.
- Purses and backpacks are not allowed by any student during school hours. They must be kept in the student’s assigned locker. Shoulder/canvas bags/purses will not be allowed.
- Hoods from sweatshirts must be down at all times

If a student is in violation of the dress code, they may be asked to change into school appropriate attire, which could include a P.E. uniform, if a parent/guardian

is unable to bring appropriate clothing to school. Students will be excluded from classes until arrangements for acceptable attire can be made.

The building principal will make the final decision if there is any doubt about dress and appearance. Any student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, peers, staff, or others may be subject discipline.

## **1.6) Media Center**

The Arbor Park Middle School aims to be an integral part of each student's life. Its physical arrangement, its collection of books magazines, and reference materials, its special displays and promotions are designed to make student time in the library a pleasant learning experience.

**Items are checked out for a period of two weeks and must be returned by the due date to avoid fines.** If an item is lost or damaged beyond use, the student will be responsible for the original cost of the item. Payments are to be made to the Main Office.

Students can check out two items but are not allowed to check out materials if an item in their possession is overdue. All checked out items must be brought to the library for renewal.

Students are responsible for remembering to return books on time. Failure to return the book and pay the fine or to pay for a lost book will result in withdrawal of library privileges until the obligation has been met. If a lost book reappears, the charge is refunded, no matter what length of time has expired.

## **1.7) Student Lunches**

In accordance with USDA rules and nutrition guidelines, Arbor Park District 145 serves lunch in our schools every day that school is in session for 5 or more hours. All school lunches will be available ala carte. **All outside lunches being dropped off for students must be in the Main Office by 10AM.**

Unless a parent/guardian specifically requests a refund, monies remaining in student accounts at the end of the school year will follow the child to the next grade level. Upon graduation, any remaining dollars in a student's PushCoin account may, upon parent request, be transferred to a younger sibling's account, or refunded.

**No money will be accepted at the cafeteria register.** If a student does not have enough money in their PushCoin account to pay for lunch, he/she will be allowed to "charge" lunch to their account. Additional lunch items can be purchased by scanning student ID to be charged to PushCoin accounts.

Negative balance letters will be sent home reminding students and parents/guardians about monies owed on the account. Parents may also elect to receive low balance email notifications by signing up directly through PushCoin

on-line and by making sure that your family's ALMA account reflects a current, active email address.

**Please note** that every effort as allowed by law will be made to collect outstanding debt. Unpaid meal charges will follow the student to the next grade level the following school year and will ultimately be treated the same as other outstanding school debts regarding eligibility for field trips, graduation exercises, etc.

### **1.8) Cell Phone / Personal Electronic Device Policies and Procedures**

All telephone messages should be left in the main office on an **emergency basis only**. Students ***will not*** be taken out of class to come to the phone for a message. Please make all arrangements prior to your child coming into school. **The main office closes at 4:00 PM each day.**

**Cell phones are to be kept in the student's locker, powered off, and not carried around with the student during school.** Student cell phones should be off when a student is on school property. Students found with an electronic device on their person during the school hours are subject to confiscation and disciplinary action. Any cell phone used during the school day are subject to disciplinary action taken by administration and the confiscation of the cell phone. Cell phones may only be used in after school activities if given permission by supervising faculty or staff. Disciplinary action can be taken for non-compliance with this rule.

**Electronic devices collected by a staff member or bus driver will be held in the Main Office until a parent/guardian meeting.** We discourage parents from coming in and returning cell phones and other electronic devices that were taken away because they were disruptive to the learning environment. *The school is not responsible for the loss, damage or theft of any electronic device brought into the building or on a bus.*

#### **1.8a) Cell Phone Confiscation**

1. **First confiscation** - Phone will be brought to the main office and student can pick it up at the end of the school day. Parent notified by ParentSquare.
2. **Second confiscation** - Phone will be brought to the main office, detention will be issued, and parent must pick it up after the conclusion of the school day in the APMS Main Office.
3. **Third confiscation** - consequence given, and phone will be held in the Main Office until a parent/guardian meeting.

### **1.9) Internet Access and Use**

All students are required to sign an acceptable use agreement annually before being allowed Internet access. Any misuse or violation of the acceptable use agreement can result in the loss of Internet privileges for the remainder of the school year, and possible disciplinary measures as indicated in the acceptable use agreement and the student handbook.



Arbor Park Middle School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy. [ILCS 105 75/15, Press Policy: 7:140, 7:190 (2021)]

### **1.10) Lost Items**

Lost personal articles that are found in the cafetorium and the grade level hallways will be held at APMS for one month and then donated to a local charitable organization. The loss of valuables and money should be reported promptly to the teacher in charge of the class. All found books, money, or other valuables should be turned in to the main office.

### **1.11) Student Dances**

Doors will open five minutes before the assigned time of the dances. Doors will be locked 30 minutes after the start of the dance and students will not be allowed into the dance after that time unless previous arrangements have been made with the administration. **Only Arbor Park Middle School students are allowed at school events. Students who open doors to allow other students to enter the building will face disciplinary action. Parents must enter the building to pick up their child(ren) after all school functions.**

### **1.12) Lockers**

Lockers are the property of Arbor Park School District #145. The District and Building Administration has the right to open and search lockers as needed to ensure the safety of all Arbor Park students and staff. The school is not responsible for any items that are put in the lockers, or items placed into an unlocked locker.

Lockers must be locked at all times. Do not encourage theft by revealing your combination. The school is not responsible for valuables left in lockers, however, anyone involved in a "locker break-in" will face disciplinary action. This will not be considered a 'prank' and will be subject to disciplinary consequences. Breaking or kicking lockers will be the financial responsibility of the student and the student's parent/guardian.

The Administration assigns corridor lockers. **Lockers may not be shared with other students.** Lockers should be kept clean and well organized. Regular locker clean outs will take place during the school year.

Physical education locks are the property of Arbor Park Middle School. Lost or damaged locks will need to be replaced at the cost of \$7.00. Students are issued a private locker for the purpose of storing PE uniforms and personal articles used in conjunction with physical education activities. **The school is not responsible for any items that are not securely locked in the locker room.**

The importance of practicing safety in the locker room cannot be overemphasized. No running, pushing, or other horseplay will be tolerated.

Fees will be assessed for any locker damage (i.e., stickers, gum, glue, or anything that damages the interior/exterior of the locker). Damage to any lockers or locker rooms will result in an additional cost to the student and parent/guardian for the damages as assessed. Students who are caught picking the metal numbers off their lockers are also subject to a fine. **Book bags with wheels do not fit into the lockers and therefore are not allowed.**

### **1.13) Visitor Policy and Expectations**

All visitors, including parents and siblings, are required to enter through the front door of the building (DOOR #1) and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their designated location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or scheduled during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local, or county ordinance.
- Smoke or otherwise use tobacco products.
- Vaping of any kind.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

- Be present when the person’s alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
- Use or possess medical cannabis (unless he or she has complied Illinois’ Compassionate Use of Medical Cannabis Act and district policies).
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of twenty miles per hour, or (c) in violation of an authorized district employee’s directive.
- Engage in any risky behavior including rollerblading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

For the protection of our students, it is an administrative practice to have all visitors report to the main school office. **Visitors must always sign in, provide photo ID, and wear a visitor’s pass while in the school building.** Prior arrangements need to be made with the building administration for classroom visitations by a parent or guardian. We respect the educational rights of all students. Therefore, we do not allow students from other schools to visit during the school day.

#### **1.14) Extra-Curricular Eligibility Requirements**

To be eligible for extracurricular activities (including sports, clubs, and organizations) a student must maintain a passing average. An “F” in any subject will cause a student to be ineligible for a two-week period. During this time, they are unable to participate in any practice, competition, or meeting. The student will be reviewed after two weeks, and a passing grade will result in reinstatement. If after two weeks the student still has an “F”, he/she will continue to be ineligible for two weeks until such a grade improves to a passing standard. Coaches or sponsors are responsible to check every two weeks for eligibility.

Students who receive detentions while participating in extracurricular activities will be required to serve on the date assigned by the administrative staff. In addition, students who receive a detention may not attend any other function that day.

In all cases, student academic achievement, attitude, behavior, and adherence to school rules are necessary. The administration team will declare those who disregard these expectancies and display a need for disciplinary action ineligible. Reinstatement or involvement in the program will be at the discretion of the administration team.

## 2) ATTENDANCE

### 2.1) Arrival and Dismissal Procedures

Students are to be on-time and regular in attendance. **Students may enter the building at 7:45 AM. Homeroom period begins promptly at 7:48 AM.**

Students who are regularly late to school will be subject to disciplinary consequences, as this is an interruption to every child's educational right. **Success in school depends on regular attendance and punctuality.**

The main office **will not** be used as a holding area for students who arrive early or are not picked up on time.

If a student arrives at the building after the 7:48 AM bell, he/she will enter through the main office. Tardiness requires a phone call from a parent/guardian. It is the responsibility of the student to communicate with their teachers upon their return regarding work and assignments if they are absent for any reason. **Projects assigned to students in advance are due on the due date regardless of a student's absence.**

### 2.2) Reporting Student Absence

Notice of a student's absence should be given to the Main Office before 7:30 AM the morning he/she will be absent from school. The number for attendance is the (708) 687-5330 (Option #1). **This phone line is available with voicemail, 24 hours per day.** An explanatory excuse for absence or tardiness signed by a parent/guardian is required when prior phone notice is not given.

According to the Illinois School Code, just because a parent calls a child in sick to school, an administrator may deem the absence 'unexcused'. Any personal absence from school, including vacations, will be marked as 'unexcused'.

A student who misses classes for various excused activities or because of illness must assume the responsibility for making up his/her work. There will be one day allowed for make-up work, for each full day of absence.

When a student must leave school prior to the end of the school day, it is required that the student's parent/guardian personally pick the student up at school. All students leaving early must be signed out by the parent/guardian or emergency contact listed in ALMA that is at least 18 years or older and signed out through the main office. *Students will not be called down to the main office until the parent arrives in the building.*

Students must be in attendance during the school day to participate in after school/ evening activities or functions. **A minimum of four class periods constitutes a full day of attendance.**

Absences the last week of the school trimester may warrant the student does not have the full time allotted to make up absent work before the close of the trimester. The student/parent should make every attempt to look up daily work on ALMA and turn the work in before the close of the trimester.

Student work will be collected in the main office for pickup after the third consecutive excused day of absence by parent request.

## **2.3) Truancy / Repeated Absences to School**

### Purpose

Arbor Park School District 145 follows the recommendations on attendance and its definition as set by the Illinois State Board of Education. Specific definitions for the following: truancy, "excused absence", "unexcused absence," as set forth by the school district on its attendance policy and code of conduct can be found on our district website and in each school's handbook. The Truancy Handbook shall serve as guidance for each school.

### Definition of Truancy

#### School Code

Arbor Park School District 145 adheres to the legislation regarding compulsory attendance as required by Illinois School Code. The definition of truancy is as follows in the pursuant section from Illinois School Code.

(105 ILCS 5/26-2a) (from Ch. 122, par. 26-2a) Sec. 26-2a.

A "truant" is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days.

"Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

"Truant minor" is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

"Religion" for the purposes of this Article, includes all aspects of religious observance and practice, as well as belief.

(Source: P.A. 100-810, eff. 1-1-19; 100-918, eff. 8-17-18; 101-81, eff. 7-12-19.)

### **Truancy:**

#### **Excused and Unexcused Absences Process**

Arbor Park School District 145 has a process for referrals for truancy. This process was developed by the superintendent, assistance superintendent, principals, community liaison, and district staff.

#### Step 1

When a child is absent and the Parent/Guardian has not communicated to the school, the school's secretary will call as an attempt to check on the student's well-being. The school secretary will enter a given reason for the absence into the school's database. If the student's Parent/Guardian is not available, an auto absence notification will be sent inquiring the reason for the absence and request for the Parent/Guardian to communicate the school.

#### Step 2

Upon the student receiving additional absences, in addition to Step 1, the Parent/Guardian will receive a follow up initial truancy notification letter that includes a request to meet in person with the school principal or assistant principal. This meeting will provide an opportunity for the school to work with the family in increasing communication and attendance.

#### Step 3

Upon the student receiving additional absences, in addition to Step 1 and Step 2, the Parent/Guardian could be sent a second truancy notification letter that indicates their child is at-risk in becoming chronically absent. This letter will include another request to meet in person with the school principal or assistant principal. The school may determine at this time to involve the school's support staff for additional support.

#### Step 4

Upon the student receiving additional absences, in addition to Steps 1-3, the community liaison and school support staff member will contact the family via a home visit, requesting an in-person meeting with the principal or assistant principal and community liaison. This meeting will assist in determining what, if any, community-based resources are available to assist the family. Parents could also receive a third truancy letter which will be sent by certified mail outlining the student's current attendance status and school concerns.

#### Step 5

Upon the student receiving 11 or more absences, Arbor Park School District 145 will connect with community partners to conduct a home visit and to determine the next steps within the truancy process.

### **Truancy Process**

#### **Excused/Unexcused Absences**

Any questions or clarifications on these expectations should be sent to the Arbor Park School District Community Liaison, Mr. Bill Pieroth, at [bpieroth@arbor145.org](mailto:bpieroth@arbor145.org).

## **2.4) Student Return to School After Hospitalization/Prolonged Illness**

Medical documentation will be required to excuse extended absences of more than three consecutive days and when more than four days per trimester are missed.

If your child should require hospitalization for any reason during the school year the school nurse, counselor, or administrator should be notified as soon as possible. Prior to your child's return to school, a re-entry meeting will be held with the student, parent or guardian, guidance counselor, nurse, and other appropriate school staff to determine what accommodations may need to be implemented to ensure a successful return to school. At this re-entry meeting we will require a Hospital Discharge Summary or a letter from your child's treating physician indicating that your child is well enough to return to school.

## **2.5) Student Withdrawal from School**

Call the Main Office to make an appointment for any transfers at (708) 687-5330. Students who move from the school district are asked to notify the office as far in advance as possible. This will allow for completion of work, records, and grades. When possible, the office should be given a forwarding phone number and address. Teachers, Pandas, and other related staff will collect all devices, books, and other related materials of students leaving their classrooms and submit final sign out sheet to Main Office.

## **2.6) Tardies**

Tardies are recorded as 'late to school' and/or 'late to class':

### **2.6a) To School:**

Students are expected to be on time to school daily. If a student is late to school, written documentation from a doctor, dentist, or court official must be provided for the tardy to be considered excused. Each student is allowed three "free" morning tardies each trimester. Additionally, students will receive a detention for every tardy thereafter.

- Students who are tardy are responsible for make-up work for any periods they miss on the day of the tardy. They are to get the missed work from the tardy periods and complete it for the next day's attendance in that class. For example, if a student is tardy from block one, they are responsible for that work the following day. It is not considered an absence and the absence rule of an allowed additional day does not apply.
- **Upon receipt of the 10th tardy/absence to school per trimester, students will be prohibited from field trips, athletic events, and extra-curricular activities including sports, band, concerts, dances, student activities, clubs, and spectators at sporting events for the remainder of the trimester.**

## 2.6b) To Class

Tardy is defined as a student not through the threshold of the classroom BEFORE the bell begins to ring. In the case of silent bells, the student must be through the threshold before the designated time. Each student is allowed three (3) “free” classroom tardies each trimester. On the fourth tardy, the student will receive a detention. Additionally, students will receive a detention for every tardy thereafter.

The two-minute passing period between classes is provided to allow students time to move and prepare for the next class. The passing period is not intended as playtime, social time, or break time. Students tardy to class must have a pass to gain admittance to that classroom. If the student is without a pass, they will be considered tardy. If the student is late due to his/her negligence, he/she must report to class and explain to the teacher the reason for the tardiness. If the teacher determines the reason to be unexcused, this will be recorded in the teacher’s Alma attendance record. Upon the fourth unexcused classroom tardy, a detention will be issued.

Upon receipt of the 12th tardy to classes per trimester, students will be prohibited from field trips, athletic events, and extra-curricular activities including sports, band, concerts, dances, student activities, clubs, and spectators at sporting events for the remainder of the trimester.

## 3) TRANSPORTATION

### 3.1) Bus Transportation / Right to Transport

Bus transportation is provided free to all students residing more than 1 ½ miles from school or to students whose walk to school passes through a state designated “Hazardous Crossing” area.

The Arbor Park Administration strongly encourages that each student rides the bus to school and back home. *Students are not allowed to walk down Central Avenue* and are discouraged from taking the forest preserve walking path home.

At times, students board our busses to attend band concerts, assemblies, or step-up days at other facilities in our district or at the high school. These events are listed on monthly calendars. The school will also transport your child in case of evacuation emergencies. If a parent is requesting change in bus service, please submit your written request at least 24 hours in advance to District Transportation Supervisor Kristine Fransen at [kfranson@arbor145.org](mailto:kfranson@arbor145.org). **Phone calls or handwritten notes will not be considered an official request and will not be approved.**

Transportation to and from all practices, meetings, etc. will be the responsibility of the parent or legal guardian. There will be a bus provided to and from all conference athletic and academic games/events for any participating student.

### 3.2) Bicycles



All bicycle riders should observe all safety and traffic regulations. Bikes should always be locked up on school property. Students should not ride double. Bikes must be walked while on school property. Arbor Park Middle School is not responsible for stolen or damaged bikes. All bicycle riders should obey the following rules:

- A bicycle rider must observe the stop sign at the sidewalk line before entering the street.
- A bicycle is not to be ridden on the sidewalk, parking lot, or school playground areas.
- Students should practice good safety rules as they enter or leave the school grounds. Traffic can be congested near the building. Riders of bicycles need to look in both directions before entering the street, stop for traffic, and observe all traffic signs.

Scooters and motorized scooters, skateboards, and roller blades of any kind are not permitted on the property of Arbor Park Middle School or brought on any buses.

#### **4) INSTRUCTIONAL INFORMATION**

##### **4.1) ALMA Student Information Management System**

Arbor Park School District 145 uses an online student management system called ALMA. This application allows parents to acquire their child's grades, attendance, assigned daily homework and instructional information at any time. Parents that have difficulty getting online to view their child's grades are encouraged to contact the D145 Tech Department (Pandas) by calling (708) 342-7790 for assistance.

##### **4.2) Grading Policy**

Homework completion and submission is the responsibility of the student. Parents may look up assigned work and student grades on ALMA. Homework, Project, and Assignment Policies will be communicated to students by grade level teams through class syllabi. Students who are absent on the due date of an assignment are required to turn it in on the next day of their attendance.

##### **4.3) Graduation Requirements**

Any 8<sup>th</sup> Grade student earning less than a 1.50 cumulative grade point average or who has received an 'F' in three of the core subjects (Math, English Language Arts, Science and Social Studies) becomes a candidate for retention consideration. The final decision about retention also takes into consideration study habits, maturity, parental input, special education involvement, and teacher judgment.

Eighth grade students are required to keep a cumulative grade point average above 1.50 in all subject areas and no more than one (1) “F” as a final grade in any subject area to cross the stage at graduation and participate in all graduation activities.

#### **4.4) Grading Scale**

The following grading scale is used for all grade levels at Arbor Park Middle School:

- “F” indicates failure to meet requirements.
- (+ / -) indicates closeness to the next letter grade.
- Core subject areas include Math, English Language Arts, Science and Social Studies. Classes which are ‘double periods’ will be worth double weight in a student’s GPA.
- Every trimester, a grade average is computed for each student by dividing the total of points earned by the number of course units that each student takes during that trimester. The grade point average is the basis for honor roll selection, extracurricular eligibility, and candidacy for promotion or retention and extracurricular eligibility
- Grade point average (GPA) honor roll requirements are:
  - High Honors: 3.75 – 4.3
  - Honors: 3.5 – 3.74

<b><u>GRADE</u></b>	<b><u>GPA</u></b>	<b><u>PERCENTAGES</u></b>
A+	4.3	98.5-100%
A	4.0	90.5-98.5%
A-	3.7	89.5-90.5%
B+	3.3	88.5-89.5%
B	3.0	80.5-88.5%
B-	2.7	79.5-80.5%
C+	2.3	78.5-79.5%
C	2.0	70.5-79.5%
C-	1.7	69.5-70.5%
D+	1.3	68.5-69.5%
D	1.0	60.5-68.5%
D-	0.7	59.5-60.5%
F	0.0	0-59.5%

#### **4.5) Academic Honesty Policy**

Students are expected to complete their own original work. Therefore, credit will only be assigned to those students who submit their own original work. This is defined as, but not limited to, the following:

- Plagiarism – using another person’s ideas, expressions, or writings as one’s own without giving proper credit.
- Cheating (including but not limited to copying another person’s work and turning it in as their own work)
- Using notes or technology without permission and turning it in as their own work.
- Telling other students what is on tests or quizzes.
- Allowing others to copy their own work.
- Completing an assignment for another student.

- Students who are academically dishonest will be subjected to one or more of the following consequences:
- Loss of credit for the assignment, test, quiz, or project.
- Phone call to the parent.
- Notification and assignment of consequence by school administration.

#### **4.6) Calendars and Schedules**

The school year will consist of three trimesters with each being approximately twelve weeks in length. All students will be scheduled into core academic classes of English Language Arts, Social Studies, Science, and Mathematics daily throughout the school year. The Unified Arts program will consist of offerings including Art, Communications, Music, Spanish, Technological Literacy, and Band. Physical Education/Health are scheduled every day for all students.

#### **4.7) Daily Bell Schedule**

<b>Class:</b>	<b>Time:</b>
HR	7:48-7:58
Period 1	8:00-8:41
Period 2	8:43-9:24
Period 3	9:26-10:07
Period 4	10:09-10:50
Period 5	10:52-11:33
Period 6	11:35-12:16
Period 7	12:18-12:59
Period 8	1:01-1:42
Period 9	1:44-2:25

<b>Grade Level</b>	<b>Lunch Times</b>
5 <sup>th</sup>	12:18-12:59
6 <sup>th</sup>	11:35-12:16
7 <sup>th</sup>	10:52-11:33
8 <sup>th</sup>	10:09-10:50

The Arbor Park Middle School Day begins at 7:48AM and ends at 2:25PM. Doors to the school will be opened at 7:45 AM. (*Early Release Days will follow an adjusted schedule from 7:48 AM - 11:00 AM.*)

#### **4.8) Discrimination and Title IX**

It is the policy of Arbor Park School District #145 not to discriminate based on race, sex or disabling condition in its education program, activities or employment policies as regarded by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Building Principal.

#### **5) SAFETY DRILLS**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other

drills at the direction of the administration. **\*The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill.** All other drills will not be preceded by a warning to students.

## **6) HEALTH AND SAFETY**

### **6.1) Medication Administration Information**

The district will limit the medication it will dispense to that where failure to take prescribed medication could jeopardize the student's health and or education and where it is not possible for a parent to administer the medication and the medication cannot be prescribed in doses scheduled for before and after school hours. Specifically, the district will administer ADHD, asthma, seizure, and diabetic medications. **A parent needs to give the nurse, and only the nurse, any prescribed medication. Medication should never be left with anyone but the school nurse.** Parent help and consideration is essential for the safety of children who must receive medication while at school. The following guidelines are in accordance with those set forth by the Illinois Department of Human Services and the Illinois State Board of Education.

- Diagnosis and treatment of illness and the administration of medication are not responsibilities of the school and are not done by school personnel.
- The district will not administer injections that call for administration by trained personnel.
- All medications, including non-prescription drugs, given at school shall be prescribed by a licensed prescriber. **School Medication Authorization Forms** must be carefully completed **each school year**. Both the parent and the licensed prescriber must sign the form. Forms are available in the nurse's office.

\*\*\*Contact Nurse Drogosz in the APMS Main Office (708-687-5330) for policies regarding Asthma and stock Epinephrine.

Written permission is required to be given by a parent or guardian of the pupil for a child to receive medication during the school hours. Permission must be renewed at the beginning of each school year. Pupils who must take any type of prescription and/or over the counter medication during the school hours must keep the medication in the Nurse's office. Students found carrying medications are subject to disciplinary action. A labeled container and doctor's permission for administering the medication by school personnel must be submitted to the Nurse for verification. Medication forms may be obtained from the school nurse for the doctor to sign.

Opportunities should be provided for communication with the pupil, parent, and physician regarding the efficacy of the medication administered during the school hours.

All medication container labels must contain the following: student name, physician's name, name of the medication, dosage, and time interval. Medication

sent to school in envelopes, school lunches, plastic bags, etc. will not be administered. As the prescription is filled, please request the pharmacist to give you a second properly labeled bottle for school. The school will provide a locked cabinet for safe storage of medication. The school district retains the discretion to reject requests for administration of medication. The above regulations also apply to the administration of non-prescription medication during school hours.

## **6.2) Medical Responses and Procedures**

Administration of medication as emergency care shall consist of first aid and immediate call to the paramedics for their services, which includes medical consultation with a physician. The school district will oversee these student situations on an individual basis. A plan for the provision of necessary emergency care is made when life-threatening conditions require immediate administration of medication.

A student may possess medication prescribed for asthma for immediate use at the student's discretion or such other medication as may be indicated in the student's health plan, IEP, or Section 504 plan, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form".

\*Students who are without their inhaler cannot participate in the physical education class.

A student may be excused from physical education activities upon the written recommendation of a physician stating the dates for which the excuse is to cover. The physical education teacher will provide alternative work.

## **6.3) Common Illnesses and School Attendance Guidelines**

- **Fever:** Any temperature greater than 100 degrees F is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) to return to school. This applies even if the underlying cause of the fever is non-infectious, such as middle ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate and attend school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the nurse feels this is in the best interest of the child or the child's classmates (with compromised immune systems.)
- **Colds:** Children with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of illness if children learn to use tissues to cover sneezes and coughs, and wash hands after contact with the secretions.
- **Infections:** Any child who has been on an antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin, and strep infections. Exception is pink eye (not all doctors treat this) so the doctor or nurse will decide if exclusion is necessary to protect others from being contaminated.

- **Diarrhea**: Children with diarrhea should remain home until they are symptom free for 24 hours. The only exception is if the diarrhea is the result of a chronic condition, then a note from the doctor is needed indicating the diarrhea is not infectious.
- **Vomiting**: A child who has vomited the evening before or the morning of school should remain home for that day.
- **Common Childhood Diseases**: If a child has chicken pox, measles, or any other known untreatable contagious disease, they must be kept home until they are no longer contagious. For most common childhood diseases, the period of contagion is known. Consult your physician for additional information.

#### **6.4) Insurance**

There are insurance policies available covering accidents at school or 24-hour coverage with dental options. Brochures explaining coverage and fees are given out at registration and are available in the main office. The cost ranges depending on the amount of coverage. Please see the Arbor Park District 145 Website for more information.

#### **6.5) Pertussis**

Numerous outbreaks of pertussis (whooping cough) have occurred recently among school children in Illinois. Pertussis is easily transmitted through coughing and sneezing and may cause an illness that persists for weeks to months. Pertussis does not typically cause severe illness in healthy students but can cause prolonged absences from school and extracurricular activities. In addition, pertussis can be transmitted from healthy students to infants and illness with chronic illnesses, for which pertussis can be life-threatening. Protection against pertussis begins to wear off during grade school. This leaves pre-teens, teenagers, and adults at risk for this illness. To address the increase in pertussis cases among older students, a booster vaccination (called Tdap) is recommended for all students in grades six through twelve.

Students in Grade 6 without one of the following will be subject to school exclusion:

- Proof of Tdap vaccination
- An approved medical or religious exemption on file with school.
- An appointment to receive Tdap shot during the school year.

Many providers, local pharmacies, and most local health departments provide Tdap vaccinations. Many providers participate in the Vaccines for Children (VFC) program, which provides vaccines for no cost to doctors who serve Medicaid-eligible children younger than 19 years of age. Please check with your physician or IDPH for further information. If you have any questions, please contact the school nurse.

#### **6.6) Asthma Policy**

The School Code [105 ILCS 5/22-30] was amended effective August 19, 2016, to require that Illinois school districts adopt an asthma emergency response protocol and policy. IL Public Act 098-0795 which allows for stock Epinephrine in Schools: <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0795>

The parents or guardians of the pupil must sign a statement acknowledging that the school district, public school, or nonpublic school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or an epinephrine auto-injector, regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician assistant, or advanced practice nurse and that the parents or guardians must indemnify and hold harmless the school district, public school, or nonpublic school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of asthma medication or an epinephrine auto-injector, or regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician assistant, or advanced practice nurse.

### **6.7) Sunscreen**

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States FDA for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.

### **6.8) General Medication/Nursing Reminders**

- Students are not to carry any medication on their person.
- Asthma inhalers and epi-pens can be carried by the students only after the appropriate paperwork is completed and on file in the nurse's office.
- Any change in medication dosage or administration shall have written authorization from the prescriber.
- Prescription medication must be sent in the original container labeled by the pharmacy showing: student's name, prescription number, medication name and dosage, route, date and refill, licensed prescriber's name, address and phone number, name, or initials of pharmacist.
- Non-prescription medication must be in the original labeled container with the student's name affixed to the container. Parent and physician must complete a medication authorization form.
- No medication will be given at school unless the above guidelines are met.
- All medications are stored in an appropriate, locked cabinet in the nurse's office.
- Please talk to your physician about scheduling medication to avoid school hours whenever possible. Prescription medications, which are to be taken three times per day, normally do not need to be given at school.

- It is the parent's responsibility to pick up all unused medication. We cannot send medication home with students. The nurse will dispose of any medication left at school at the end of the school year.
- In all cases the school retains the discretion to refuse to administer medicine.
- It is the student's responsibility to ensure that he/she reports to the nurse's office at his/her scheduled time for the medication.

Please contact the APMS School Nurse, Norene Drogosz, at (708) 687-5330 if you have any questions.

## **6.9) Physical Exams and Immunizations**

**Illinois State Law requires physical examinations and up to date immunizations upon entering the 6th grade.** Dental cards are due by May 15<sup>th</sup> of their sixth-grade year. Students may face exclusion for not having up to date physicals - including the completion of all immunizations and the HEP B series.

Requirements for Physical Exams for Sports Participation Illinois Elementary School Association see attached:

<http://www.iesa.org/administration/handbook.asp>

## **6.10) Physical Exam Requirement**

No student shall be permitted to compete in a try-out, practice, or game unless such student has filed with the school principal a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding such tryout, practice, or contest in any athletic activity.

No student shall be allowed to participate following disabling illness or injury without a physician's release"

A standard form for health examinations is available at all school offices and at some doctor's offices. The form must be completed and signed by a physician. Students entering Illinois Schools for the first time in any grade have **thirty days from the date of entry** to comply with the physical and immunization requirements.

**Physicals are required at sixth grade.** Immunizations records are to be kept up yearly. Physicals are also required on a yearly basis for student athletes prior to the start of the season in which they wish to participate.

## **6.11) Dental Examination Timetable**

All 6<sup>th</sup> grade students are required to present proof of examination by a dentist prior to May 15 of the school year. Dental forms are available from the school nurse. Please return completed dental forms to school as soon as possible.

If a child in the second, sixth, or ninth grade fails to present proof of having been examined by a licensed dentist by May 15, the school may hold the child's report card until one of the following occurs:



1. *the child presents proof of a completed dental examination.* (Section 27-8.1(1.5) of the School Code) Submission of a completed examination form, in accordance with subsection (b), constitutes proof of a completed dental examination.
2. *the child presents proof that a dental examination will take place within 60 days after May 15.* (Section 27-8.1(1.5) of the School Code) A written statement or appointment card, prepared by a dentist, dental hygienist, or his or her designee and signed by the child's parent or guardian, indicating the name of the child and the date and time of the scheduled dental examination, constitutes proof that a dental examination will take place. The child must present proof of a completed dental examination at the beginning of the following school year; or
3. the child presents a dental examination waiver form, in accordance with Section 665.450 of this Part.

### **6.12) Personal Habit Reminders**

- Students are reminded not to share personal items such as combs, brushes, bows, headbands, etc. with other children.
- Students may not share drinking glasses, eating utensils or water bottles.
- Students should attempt to get at least 8 hours of sleep per night.

### **6.13) Notification of Speech Screening**

All students new to the State of Illinois and any student referred by either a staff member or a parent will receive a brief speech and language-screening test. If it appears that your child requires further testing, you will be contacted.

### **6.14) Notification of Vision and Hearing Screening**

Vision screening will be done, as mandated, for the following children: students in eighth grade, transfer students and all special education students each school year. 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 and that evaluation is on file at the school. This notice is not a permission to assess and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated grade level will be screened.

Special education students, transfer students and referred students are screened for hearing difficulties each school year. Children in other grades are included if a problem is suspected. Parents are notified if a child does not pass any of the screenings.

## **7) ATHLETICS**

### **7.1) Conference Athletic Requirements**

Arbor Park Middle School is a member of the South Suburban Junior High School Conference (SSJHSC), which includes ten other schools. Activities sponsored by the conference include **basketball, volleyball, track, and cheerleading** for both boys and girls.

Transportation will be provided for student athletes to and from conference athletic events. **There is a \$40 district fee for students who are chosen for one of the above said teams.** Fees are assessed for each individual sport. This fee must be paid to the APMS Main Office before students will be issued a uniform or participate in the sport in any manner; whether it is practice or playing time.

Students may be picked up from away events or games. Please notify the coach/advisor if you are present at an event/game and would like to drive your student home. Students going home with a parent, other than their own, will need a dated and signed note written by their parent and the transporting parent. It will be the responsibility of the parent to find transportation to and from all practices for their child. **Student participants who are not picked up within 15 minutes will be restricted from the next practice or game. If delayed pickup becomes a problem, the student will be removed from the sport for the remainder of the school year.**

## **7.2) Tryouts**

All students must have a current physical on file to participate in **tryouts** and all conference sports practices, events, and games (See 3.060 P.29). Blank sports physical forms are available online on our school district website. **Please send all medical information to school in a sealed envelope and addressed to your school nurse.**

## **7.3) Eligibility**

Students who participate in conference athletics/events are required to meet the eligibility requirements of the conference. One of the main conference rules require that a student does not currently have an "F" in any subject area to partake in any athletic or academic event. Students are given a two-week period to improve the grade, or they will be removed from the team/activity.

For your convenience, you will find the location and phone number of all schools in the South Suburban Junior High School Conference at the end of this handbook.

## **7.4) Concussion Policy**

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Arbor Park Middle School will comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its **'Protocol for NFHS Concussion Playing Rules and its Return to Play Policy'**. The specific requirements include:

*A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from*

*participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to the contest unless cleared to do so by a physician licensed to practice medicine. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician.*

Student athletes and their parents/guardians will be informed about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student can participate in a practice or interscholastic competition. The coach will notify the parent/guardian of a student who has a head injury or exhibits symptoms consistent with that of a concussion. Please refer to School Board Policy 7:305 at [www.arbor145.org](http://www.arbor145.org).

### **7.5) Rules for Athletic Events**

- All student participants must be in attendance the entire school day to compete at any conference activities, games or contests, home or away. A list of games is given to each player. Please plan accordingly. A parent's call excusing the student's absence is not accepted by the rules of the conference.
- Arrangements for staying at games and transportation home **should be made before coming to school on the day of the game**. The two games should end by 6:45 PM; the first game should end by 5:30 PM. Students **will not** have the opportunity to use the office phones after games, as the offices are closed.
- A student should not stamp his/her feet on the bleachers, as such could pose a safety problem.
- Students may not leave the building, if they are staying for a game.
- Students who have received a detention cannot participate or attend any athletic event for the day of the disciplinary action.
- Cell phone usage for rides home may only be used with permission from the supervisors on duty for the game.
- Student participants and student spectators must be picked up within 15 minutes of their extracurricular activity, club, sports game, or dances. If the wait is longer than 15 minutes that student will be removed from the following activity, club meeting, sports game, or dance. If it becomes a problem, students will be removed from the activity, club, game, or dance for the remainder of the school year.

### **7.6) Sportsmanship**

All students and adults at the conference games must practice good sportsmanship. All Arbor Park students are to abide by these rules at "home" and "away" games. Student athletes and their parent/guardian are asked to sign a letter from the principal review good sportsmanship that also includes the letter from the chairperson of the SSJHSC. The following are suggested as marks of good sportsmanship:

1. Everyone should set a good example for all who attend our games so that we can be proud of our conduct.
2. There should be no booing of officials' decisions or players on either team.
3. Cheerleaders are the leaders for all cheers and should give the opposing rooters fair opportunity for cheering.
4. The opponents should be considered as guests and given every courtesy possible.
5. A good play, by either team, should be applauded or cheered.
6. The reputation of the school depends upon the conduct of the students during and after the game.

### **7.7) Athletic Awards**

Students may earn a letter in the sport that they participate in for the entire season. After a student earns a letter, all other athletic awards earned in that sport at Arbor Park will take the form of pins that may be fastened to the letter.

## **8) COLLABORATIVE PROBLEM SOLVING (CPS)**

Collaborative Problem Solving (CPS) is an initiative-taking approach to preventing and responding to school and classroom discipline problems. Where PBIS provides a multi-tiered system of supports, CPS provides a model of intervention within the organizational structure to reinforce positive behavior expectations. The CPS approach revolves around two primary components: (1) identification of lagging student skills through proactive communication; and (2) engaging students in solving these problems proactively and collaboratively. To accomplish this, APMS uses the CPS model within PBIS expectations to identify lagging skills using a problem-solving process known as 'Plan B', which involves three main steps: (1) information gathering, (2) articulations of concerns, perspectives, focus, scope, and skill deficiency, and (3) arriving at collaborative solutions to address concerns of both parties in the Plan B discussions.

## **9) APMS POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

Positive Behavioral and Supports (PBIS) is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. Schools that implement PBIS focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. The purpose of PBIS is to create an environment where everyone feels welcome, promote unity, and maximize learning. Students are expected to **BE RESPONSIBLE, BE RESPECTFUL & BE SAFE.**

### **9.1) PBIS Purpose Statement**

APMS has a PBIS team that consists of parents, teachers, staff, and school leaders that meet to collaborate, analyze data, and align decisions with the School Improvement Plan (SIP) and PBIS purpose statement:

- Create a consistent positive culture in our school/family/community

- Increase our ability to provide meaningful interventions for all students
- Promote academic, social, and behavioral measurable growth based on data

## **9.2) Data Reporting and Collection**

The PBIS team uses data from Alma. With information gathered through Alma, and Educlimber we can support our students with school-wide, small group, or individual interventions.

## **9.3) PBIS Tier 1**

The school-wide behavior matrix outlines the expected behaviors for specific settings. It is universal for all APMS students. Tier 1 supports consist of rules and routines that are developed and taught by school staff to prevent initial occurrences of behavior.

## **9.4) ‘Second Step’ SEL Program**

Success in school is not just about reading and math. It is also about knowing how to learn and how to have a good relationship with others. We will be using the *Second Step*, a research-based program, in your child’s classroom to teach these critical skills. *Second Step* teaches skills in the following four areas: learning, empathy, emotion management, and problem solving. Students will take part in interactive lessons based on the four areas to grow their social-emotional development and succeed in school.

Second Step is a universal, classroom-based social-emotional curriculum that is based on research. SEL lessons are developmentally appropriate and sequential, scheduled during student instructional time twice per month for all students. Lessons are designed to teach children how to understand and manage their emotions, control their reactions, be aware of others’ feelings and have the skill to problem solve and make responsible decisions.

Arbor Park Middle School, in conjunction with District 145, is using this program to create and sustain a positive school climate that will increase the social, emotional, and academic success of all students. (Adapted from: <http://www.cfchildren.org/second-step>)

## **9.5) Behavioral Interventions**

Behavioral interventions shall be used to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children. The committee shall review the State Board of Education’s guidelines on the use of behavioral interventions and use them as a non-building reference. The superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or

amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedure shall be available, upon request of the parent(s)/guardian(s).

### 9.6) Discipline of Students with Disabilities- IDEA

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA), the Illinois School Code and their respective rules and regulations when disciplining students with disabilities.

### 9.7) Reward System- PAWS

APMS has a unique rewards system that provides students with positive feedback to help reinforce positive behaviors and expectations. With rewards, students are more likely to "buy in" to the program, which can lead to improved behaviors and academics. Students earn "PAWS" when exhibiting behaviors that are **RESPONSIBLE, RESPECTFUL & SAFE**.

Students can use their PAWS for various items including (but not limited to): PBIS school store, PBIS field trips, Open gym, Technology during lunch, Homework passes, School raffles, School sponsored event.

### 9.8) Student of the Month and Academic Recognition:

Each month, the staff at APMS recognizes students who have made great contributions and exhibit a commitment to upholding the values of our school. These students will be nominated for Academic Excellence, Character and Integrity, or Academic Improvement or Perseverance and stand out because of their positive commitment to our school.

### 9.9) Tier 1 APMS School-Wide Behavior Matrix

## ARBOR PARK MIDDLE SCHOOL - PANTHER CODES



	CLASSROOM	HALLWAY/ LOCKERS	CAFETERIA	RESTROOM	BUS	ASSEMBLY
<b>BE</b> <i>RESPONSIBLE</i>	Be on time with what you need and you will succeed. It's smart to get a quick start.	Use your locker when its time to pass, so you won't miss out on class. Please get there promptly.	The food won't run out, wait until the supervisor gives you a shout. Get with the scene: keep the lunchroom clean.	Flush, Wash, and Toss. Use it: don't abuse it.	When its time to go, no need to be slow. Grab all your gear and go.	Sit up straight and wait until you are dismissed to leave. Following directions is not a suggestion.
<b>BE</b> <i>RESPECTFUL</i>	Listening is a positive act: others appreciate doing just that. Follow the directions the first time, and you'll find it.	Keep your voice low, and you'll be good to go. It isn't a rumor: space makes locker time smoother.	Thank you and please will put your neighbors at ease. This isn't a choice: use your inside voice.	Let others be: everyone likes privacy. Take pride in your space: don't deface.	Driver knows best. Conversation is alright, but keep it quiet and	You're a keeper when your eyes and ears are on the speaker. Manners matter: pay attention without the crowd chatter.
<b>BE</b> <i>SAFE</i>	Know your place: keep out of other's space. He's sweet to get permission before leaving your seat.	Carry your planner or pass showing permission to be out of class. Be polite: walk on the right.	Lunch time is a treat: keep yourself and objects out of your seat. Get permission before you move your feet.	Bathroom business only! This isn't time play: when finished, be on your way.	Have no fear: keep the aisle clear. In your seat, not on your knees and feet.	Enter with your class in a single file line, and you will be seated on the benches: look fine. Straying from the fine, will please your teachers.

## **9.10) Parent Support for PBIS:**

Family involvement in a child's education increases your child's likelihood of success. Your help with our behavior system is especially important. You can support your child in the following ways:

- Remind your child to BE RESPONSIBLE, BE RESPECTFUL, BE SAFE
- Ask your child to give examples of how he/she demonstrated expectations while at school
- Reward your child for following expectations at school
- Use the behavior matrix as a tool for review and reinforcing expectations

## **9.11) PBIS Tier 2:**

Positive behavior intervention and support is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching, and learning occurs. Attention is focused on creating and sustaining Tier 1 (universal for ALL students), Tier 2 (targeted group support for SOME students), and Tier 3 (individual support for a FEW students) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional

Since some students may need additional support, Tier 2 supports are designed for smaller groups of students to target and reduce recurring problem behaviors. *CICO (Check-in Check-Out):* CICO is a structured process of frequent feedback and recognition. CICO is a Tier 2 intervention in which selected students are "checking in" and "checking out" with a facilitator each day on the progress of their daily goals. Student behavior is monitored each class period, and the teacher rates and provides the students with positive, corrective feedback.

## **9.12) PBIS Frequently Asked Questions (FAQ)**

Q: Is Tier 2 Support Just for Special Education Students?

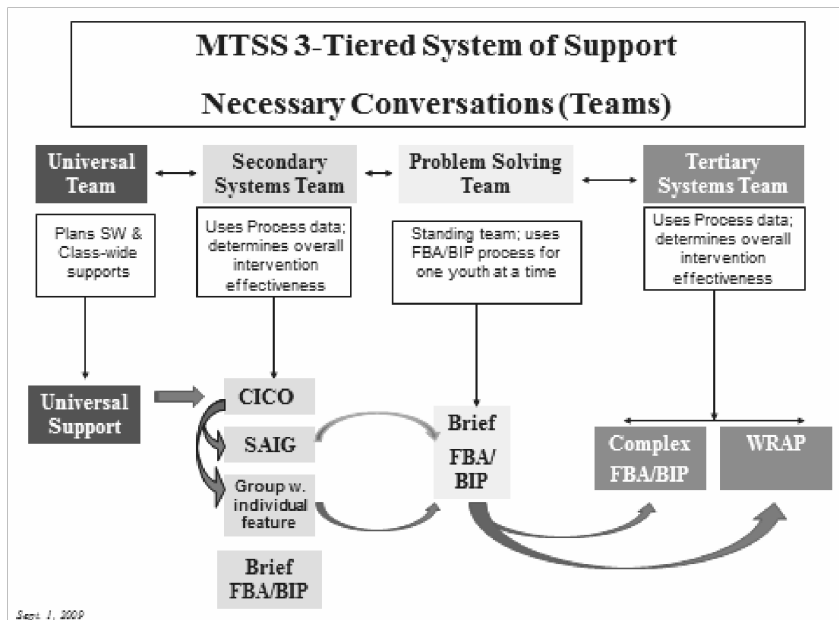
A: No, Tier 2 support will work for any student or group of students who require booster shots to remember the behavioral expectations. Remember that this intervention applies to those students who:

- Multiple Office Discipline Referrals (ODRs) and /or Suspension (ISS or OSS)
- More than four absences per trimester
- Low academic achievement
- High Score than 3 (4-8=Tier 2, 9+=Tier 3) on the Student Risk Screening Scale (SRSS)

Sometimes, the simplest solution is the most effective. For many of the students requiring these services, a simple check-in and check-out program will be enough of an intervention for success.

Q: What differentiates Tier 2 supports from other systems of positive behavior support?

A: The main difference between Tier 2 and other levels of positive behavior support is the focus on supporting students at risk for more serious problem behavior. Tier 2 support addresses the needs of students who require more support than is available for all students (i.e., Tier 1 Support) and less support than is available for individual students who need flexible, focused, personalized interventions (Tier 3 support). This means that Tier 2 support allows teams to select features of the process (e.g., types of programs or interventions, data collection tools used, information gathered, and degree of monitoring) to provide more focused behavior support to students with behavior needs that do not require intensive, individualized plans.



### 9.13) Check in Check Out (CICO)

Why should I do it?

- Improves student accountability, behavior, and academics when other interventions have failed
- Provides feedback and adult support daily
- Improves and establishes daily home/school communication, collaboration, and structure
- Improves student organization, motivation, incentive, and reward
- Helps students self-monitor, correct, and internalize the accomplishment of goals
- Students get involved and excited about the program, enjoying the structure, support, and incentives of the intervention



- Leads to maintenance free responsible behaviors, habits, and effort

When should I do it?

- When a student has failed to respond to other interventions (Tier 1) and general class management techniques and interventions
- When a student is competing little to no classwork
- When a student is not participating, being involved, or taking part in the learning process
- When a student is exhibiting behavioral problems, low motivation, and decreased effort
- When a student is frequently absent (more than four absences per trimester)

How do I do it?

- The CICO intervention is a highly effective research-based intervention and can be changed and adapted to suit any school or situation
- The program consists of students daily checking in with an adult at the start of school to retrieve a daily report card and encouragement, teachers provide feedback on the sheet throughout the day, students check out at the end of the day with an adult

## **10) STUDENT CONDUCT AND EXPECTATIONS**

At Arbor Park, as in any school, it is crucial that the best possible learning atmosphere be maintained. Students must feel confident that the environment in which they learn is safe and free from worry. All adults employed in the building will share the responsibility of monitoring student behavior as well as enforcing school regulations in the classroom, washroom, and hallways through active supervision.

All students are expected to conduct themselves at all times in a manner that respects the rights, feelings, and property of other. Each student will be held responsible for his/her actions and the effect on other people.

### **10.1) Hallways**

We expect you to show concern for the safety of everyone and for all activities in progress. Do not run or push others in the halls. Refrain from making unnecessary noise. Always keep to the right, especially on the stairways. Students are required to have a hall pass when moving through the building during class time and during lunch/recess. No open food or drink is ever allowed in the hallways. All hallways must be kept clean.

### **10.2) Bathrooms**

Washrooms are located throughout the building for your convenience. It is every APMS student's responsibility to keep the washrooms neat and clean. **Acts of vandalism, such as graffiti on walls, and abuse of washroom equipment will not be tolerated and will result in a consequence and payment of repairs by**

**your parent/guardian.** Be a responsible Arbor Park student and report any problems to the office immediately.

### **10.3) Classrooms**

All students are expected to follow the rules and regulations set up in each classroom. Since classroom rules may differ slightly from teacher to teacher, the rules will be posted on the bulletin board for the student's convenience.

### **10.4) Bus Transportation**

District 145 provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal and D145 Transportation Dept.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can manage bus discipline. In the case of a written disciplinary referral, student bus problems will be investigated and dealt with by building administration.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to ten consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
- Arrive early to the bus stop and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely, and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

- Students are expected to communicate quietly on the bus. No shouting or creating loud noises that may distract the driver.
- Cell Phones and other electronic devices can be used on the bus, only if they are silenced. Students must use earbuds or headphones.
- Using a cell phone or any electronic device to record or photograph anything is strictly prohibited. Inappropriate use of technology can lead to the removal of the privilege on the bus or school grounds. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits.
- *Eating and drinking are not allowed on the bus.* Eating and drinking in a moving vehicle presents a possible choking hazard.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct, maintain a safe environment for students and employees, and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Kristine Fransen - Transportation Coordinator at (708)533-4520 or email at [kfransen@arbor145.org](mailto:kfransen@arbor145.org).

### **10.5) Bus Riding/Bus Stop Misbehavior**

Failure to adhere to bus related safety rules will be disciplined by the Arbor Park administration or the Oak Forest Police Department. The consequence of not following safety rules or damage to any school vehicle will be dependent upon the severity of the misbehavior. This may also include the cost of necessary repairs. Upon the third bus referral, bus suspension is at the discretion of the

school administration. **Bus misbehaviors include, but are not limited to, the following actions:**

1. Prohibited student conduct as defined in the student discipline policy.
2. Gross disobedience or misconduct on the bus or at the bus stop.
3. Willful injury or threat or injury to a bus driver or to another rider.
4. Willful and/or repeated defacement of the bus.
5. Use of profanity.
6. Disobedience of the bus driver's or other supervisor's directives.
7. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
8. Students should not have anything hanging from their book bag, as this is a safety concern.

If a parent is requesting change in bus service, please submit your written request at least 24 hours in advance to District Transportation Supervisor Kristine Fransen at [kfranson@arbor145.org](mailto:kfranson@arbor145.org). ***Phone calls or handwritten notes will not be considered an official request and will not be approved.***

### **10.6) Cafeteria Rules**

- Students shall not save seats for other students. Our cafeteria is open seating and operates on a first-come, first-served basis for all student seating.
- Student seats and lunch location can be assigned by any adult supervisor at any time.
- Students shall walk to lunch and conduct themselves in an orderly and quiet manner.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom adult supervisors/teachers and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria at all times, except to receive/return to the lunch line or return trays.
- If a student wishes to get up during lunch (i.e., use the bathroom, go to the office, etc.) they must raise their hand for the lunchroom supervisor to permit them leave, and must check in with the supervisor when they return.
- Students must immediately become and remain silent when staff or presenters make announcements in the cafeteria.
- Students must report spills and broken containers to cafeteria staff immediately.
- Students are dismissed from the cafeteria by the lunchroom supervisor.

Any student unable to adhere to the cafeteria lunchroom expectations or exhibits misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.

## **10.7) Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher.
- Failure to complete appropriate coursework.
- Behavioral or safety concerns.
- Denial of permission from administration.
- Other reasons as determined by the school.

Field trips are a rewarding experience for the students of District #145. Although we feel that all students should participate in these trips, it may become necessary to exclude a student because of behavior, attitude, or academic performance. Any student who receives more than **3 (three)** referrals in a trimester will be subject to social suspension from all extra events. The purpose of these guidelines is to make the students aware of what is expected so there is less likelihood of exclusion. Grade level teachers may institute additional requirements for field trip eligibility.

Eighth grade students must meet set academic and social requirements to attend any scheduled trips or school functions, including graduation activities. Expectations will be communicated to families throughout the school year.

## **10.8) Student Discipline**

Prohibited Student Conduct:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, ***this includes vape and e-cigarettes.*** Infractions will result in school consequences, as well as Oak Forest Village consequences. (Minor Use of Nicotine Products- §§ 118.057, 118.058)
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
4. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have drugs in their possession.
5. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.

6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Any threat by a student to a staff member's person or property or another student's person or property.
8. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
9. Causing or attempting to damage, stealing, or attempting to steal school property or another person's personal property.
10. Unexcused absenteeism: State law and Board policy or truancy control will be used with chronic and habitual truants.
11. Becoming a member, joining, promising to join, pledging, or soliciting any other person to join any public-school fraternity, sorority, or secret society.
12. Involvement of gang or gang-related activities including the display of gang symbols or paraphernalia.
13. Engaging in any activity that constitutes an interference with school purpose or an educational function or any disruptive activity on, or within sight of, school grounds before, during, or after school hours or at any other time when a school group is using the school.
14. Off school grounds at a school-sponsored activity, event, or any activity which bears a reasonable relationship or nexus to school.
15. Traveling to or from school or a school activity, function, or event.
16. Anywhere, if the conduct may reasonably be considered a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### **10.9) Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## **10.10) Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

## **10.11) Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **10.12) Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **10.13) Bullying**

### **10.13a) Prevention and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

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

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building administration. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to building administration.



A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **10.13b) Definition of Bullying**

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." - D. Olweus

This definition includes three important components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

### **10.13c) Forms of Bullying**

Any student found to be engaging in bullying of any kind will be subject to disciplinary consequences as determined by school administration. Each case of reported bullying will be looked at on an individual basis with consequences administered accordingly. The following actions are considered bullying (including but not limited to):

- Physical Aggression
- Social Aggression
- Verbal Aggression
- Written Aggression
- Cyber bullying
- Sexual Harassment
- Racial and Cultural Harassment
- Sexual Violence
- Stalking
- Set up/Public Humiliation
- Intimidation
- Retaliation for asserting/alleging bullying

### **10.13d) Cyber Bullying**

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be

accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Parents must notify the Oak Forest/Tinley Park Police departments if their child encounters any cyber-bullying outside of school. The school is not responsible for any activity that takes place outside of our building and/or school hours. Please feel free to notify the school of any cyber-bullying taking place outside of school. If cyber-bullying occurs on school computers, buses and/or within the school environment, appropriate disciplinary action will be taken, along with the possible removal of technology use for the remainder of the school year.

### **10.14) Disciplinary Measures**

Disciplinary measures can include, but are not limited to:

- CPS Plan B - APT
- Counseling
- Restorative Justice Practices
- Peer Mediation
- Seizure of contraband
- 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.
- Suspension from bus riding privileges or removal from extra-curricular activities or sports.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
- Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), alcohol, weapons, or look-alikes.
- Removal from classroom.
- Detentions provided the student's parent/guardian has been notified. The building principal, the assistant principal, or a certified staff member must supervise the student.
- 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, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

### **10.15) Administrative Referral and Behavior Consequences**

If a student becomes disruptive or violates established school rules of conduct, an administrative referral will be made by the teacher and given to principal. The

Administration will determine the disciplinary action from there. Students are required to serve detentions in a designated supervised area from 2:30 – 3:30 PM with a certified staff member. Students receive written notice of the detention at least one day in advance or a phone call to the parents from the APMS Main Office. Students will complete an intervention form in detention. **The Administrative offices are not open for students to make arrangements for transportation home the day of a detention.** This should be all prearranged before serving the detention. Students are given ample notice of their detentions. Transportation home from detention is the responsibility of the **parent. Students who are not picked up within 15 minutes will be removed from the next school event.** If a student fails to serve the detention on the assigned day, detention is to be made up on the next scheduled detention day. All detentions must be served on the date that they are scheduled unless an administrator has spoken with a parent. **Behaviors resulting in assignment of disciplinary consequence can include, but are not limited to:**

- Refusal to follow directions
- Hand holding or other displays of affection
- Disrespect to students or staff
- Inappropriate behavior which causes a disruption
- Failure to return school issued notices, letters, or forms
- Tardies to class/school
- Gum chewing or candy
- Inappropriate language and or use of obscenities
- Destruction of classroom equipment or supplies
- Gross insubordination or disrespect
- A referral for inappropriate dress/appearance, which is disruptive to the learning environment - for example: wearing a hood.
- Throwing of any object that endangers life or property
- Eating or drinking beverages other than water outside of the cafetorium
- Laser pens/pointers - will be confiscated and disposed of
- Cheating on homework or class assignment
- Bus Misconduct
- Jumping and hitting school signs

### **10.16) In-School Suspension**

The students may not return to class until his/her time has been served.

**Students must be dropped off at 7:30 AM and picked up at 3:00 PM by a Parent/Guardian on the day of the ISS.**

Any assignments or tests that occur during the in-school suspension must be completed on that day. Credit will be given for all work completed in the in-school suspension. Behaviors including, but not limited to, the following will result in assignment of an in-school suspension:

- Provoking confrontation or an altercation/fighting

- Forgery of a parent signature on any school document
- Repeated refusal to follow school rules
- Camera and or video use without permission from the faculty/staff
- Cheating on a test, quiz, AR test, and or any major class project
- Misuse of internet
- Cutting class or Truancy
- Bus misconduct
- Lunchroom theft
- Exhibiting dangerous behaviors
- Students who leave the school campus grounds
- Inappropriate Use of Technology
- Bullying

### **10.17) Suspension/Expulsion**

Students suspended from school or returning from an alternate school setting will be given a reengagement conference before returning to school. Suspended students will be given the opportunity to make up missed work for the equivalent academic credit. The student/parent are responsible for obtaining all work that has been missed during the suspension from ALMA. Teachers will also place items on TEAMS for student access. That work is due upon return of the students to classes. Please refer to School Board Policy (7:190, 7:190AP1-AP8, 7:190E1-E4, 7:200, 7:210) online at [www.arbor145.org](http://www.arbor145.org).

#### **10.17a) Suspension Procedures**

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the behavioral infraction will be explained, and the student will be given an opportunity to respond to the statement of infraction.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardians(s), a review of the suspension shall be conducted by the Board of Education, or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### **10.17b) Expulsion Procedures**

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer if a hearing officer hears the case shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged.
3. If a hearing officer is appointed, she/he shall provide a report to the Board that includes a written summary of the evidence presented at the hearing. After presentation of the evidence (if the Board hears the case) or consideration of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate. The hearing officer or the Board will provide the parent(s)/guardian(s) with the reasons for the expulsion and the date on which the expulsion is to become effective.

### **10.18) Weapons Policy**

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, could be suspended up to 10 days and/or expelled for a definite time period of at least one calendar year, but no more than two calendar years. The Board of Education, however, may modify the expulsion period on a case-by-case basis. A "weapon" means possession, use, control, or transfer of any object, which may be used to cause bodily harm, including, but not limited to chains in any form, firearms, knives, guns, rifles, lasers, laser pens/pointers, shotguns, brass knuckles, and billy clubs or "look-alike" of these objects. Such items as baseball bats, pipes, bottles, locks, sticks, hairpics, pencils, laser pens/pointers and pens may be considered weapons if used or attempted to be used to cause bodily harm. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

### **10.19) Harassment & Teen Dating Violence Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>4</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental

status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening, or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **10.19a) Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **10.19b) Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Sexual harassment of students is prohibited. Any employee, district agent or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, engages in verbal or physical conduct of a sexual or sex-based nature, imposed based on sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; that makes such conduct a condition of a student's academic status; has the purpose or effect of:
  - (a) substantially interfering with a student's educational environment.
  - (b) creating an intimidating, hostile or offensive educational environment.
  - (c) depriving a student of educational aid, benefits, services, or treatment.
  - (d) or making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes, or pictures, sexting on electronic devices, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student

nondiscrimination coordinator, building principal, assistant principal, or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the building principal or assistant principal for appropriate action.

### **10.20) Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Building Principal, Assistant Building Principal, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the same gender as the student.

## 11) South Suburban Junior High School Conference School Directory

<u>SCHOOL INFORMATION</u>	<u>APPROXIMATE DIRECTIONS</u>
<p><u>Prairie Junior High "Hawks"</u>            School District #126            11910 S. Kostner, Alsip            708-371-3080</p>	<ul style="list-style-type: none"> <li>▪ Southwest corner of 119th &amp; Kostner</li> <li>▪ West of Pulaski Ave. at 119th Street</li> </ul>
<p><u>Finley Junior High "Vikings"</u>            School District #127.5            10835 S. Lombard Ave., Chicago Ridge            708-636-2005</p>	<ul style="list-style-type: none"> <li>▪ 108th &amp; Ridgeland</li> <li>▪ South on Ridgeland</li> <li>▪ Right on 108th Street</li> </ul>
<p><u>Wilkins Junior High "Vikings"</u>            Indian Springs District #109            80th Street and 82nd Avenue, Justice            708-496-8708</p>	<ul style="list-style-type: none"> <li>▪ 1 block South of 79th Street</li> <li>▪ 1 block West of Roberts Road</li> <li>▪ Enter from 80th and Roberts Road</li> </ul>
<p><u>Hille Middle School "Huskies"</u>            Forest Ridge District #142            5800 West 151st Street, Oak Forest            708-687-5550</p>	<ul style="list-style-type: none"> <li>▪ Northwest Corner of 151st Street and Laramie (stop sign)</li> </ul>
<p><u>Worth Junior High "Rams"</u>            School District #127            11151 S. New England Ave., Worth            708-448-2803</p>	<ul style="list-style-type: none"> <li>▪ 1 block West of Oak Park</li> <li>▪ 1 block South of 111th Street</li> <li>▪ Enter from 111th Street</li> </ul>
<p><u>Hamlin Upper Grade Center "Hawks"</u>            School District #125            12150 S. Hamlin Ave., Alsip            708-597-1550</p>	<ul style="list-style-type: none"> <li>▪ 122nd Street - East of Pulaski</li> </ul>
<p><u>Central Park School "Bulldogs"</u>            School District #143            3621 W. 151st Street, Midlothian            708-385-0045</p>	<ul style="list-style-type: none"> <li>▪ 151st Street East of Pulaski</li> </ul>
<p><u>Kolmar School "Mustangs"</u>            School District #143            4500 W. 143rd Street, Midlothian            708-385-6747</p>	<ul style="list-style-type: none"> <li>▪ 143rd Street East of Cicero</li> </ul>
<p><u>Independence Junior High "Patriots"</u>            School District #128            6610 W. Highland Drive Palos Heights            708-448-0737</p>	<ul style="list-style-type: none"> <li>▪ 127th Street West of Ridgeland</li> <li>▪ Behind the Palos Rec. Center</li> <li>▪ Enter from 127th Street – side</li> </ul>