

SCHOOL BUILDINGS AND ADMINISTRATIVE OFFICE DIRECTORY

Administrative Center

17301 Central Avenue, Oak Forest, IL 60452-4920
708/687-8040 • Fax 708/687-9498
www.arbor145.org

Dr. Andrea Sala, Superintendent

Andrew Ziegler, Assistant Superintendent of Finance/CSBO
Dr. Eliza Lopez, Assistant Superintendent of Student Support
Services 708/535-4344

Camille Hogan, Director of Teaching and Learning
708-687-8040

Arbor Park Middle School (5-8)

17303 Central Avenue, Oak Forest, IL 60452-4920
708/687-5330 • Fax: 708/535-4527
apms@arbor145.org

David Evans, Principal

Frederick Baumann, Asst. Principal

Scarlet Oak School (3-4)

5731 Albert Drive, Oak Forest, IL 60452-2803
708/687-5822 • Fax: 708/687-4292
sos@arbor145.org

Tom Flynn, Principal

Arbor Elementary School (1-2)

17303 Central Avenue, Oak Forest, IL 60452-4516
708/560-0092 • Fax 708/535-5071
aes@arbor145.org

Tom Flynn, Principal

Kimberly Heights School (EC-K)

6141 Kimberly Drive, Tinley Park, IL 60477-1970
708/532-6434 • Fax: 708/532-4495
khs@arbor145.org

Sylvia Avila, Principal

Transportation Department

Kristine Fransen, Transportation Coordinator
708/535-4520

Technology Department

Dave Termunde, Chief Technology Officer
708/342-7710

SCHOOL HOURS

Children are discouraged from arriving at school more than ten minutes before classes begin and they are not to remain after being dismissed from school unless they are attending an after-school activity. The playgrounds are unsupervised during these times therefore, parents allowing students/children to arrive early or remain after dismissal **DO SO AT THEIR OWN RISK**. For the safety of your child, please observe our starting times.



Arbor Park Middle School

7:48 a.m. - 2:25 p.m.

Scarlet Oak School

8:55 a.m. - 3:10 p.m.

Arbor Elementary School

9:20 a.m. - 3:20 p.m.

Kimberly Heights School

8:15 a.m. - 1:30 p.m.



*We are pleased to provide you
with the 2023-2024 edition of
our Parent Handbook.*

BOARD OF EDUCATION

boe@arbor145.org

Tina Moslander
President

Maryann Ing

Wendy Lux

David Rana
Vice President

Michael Biel

Dana Chudzinski
Secretary

Caitlyn Murphy

BOARD OF EDUCATION MEETINGS

The Board has a minimum of one regular meeting per month. The meetings are generally held on the fourth Wednesday of each month at 7:00 pm. at Arbor Park Middle School Media Center, 17303 Central Avenue, Oak Forest, Illinois. (The public is welcome to attend District 145 School Board Meetings.)

HOW ARE BOARD MEETINGS CONDUCTED?

Each meeting follows an agenda that establishes the sequence of events for that meeting. Meetings are conducted by the Board President based on a combination of Parliamentary Procedure, common sense and common courtesy. Meetings can last up to two or more hours, depending on the content of the agenda.

ARE BOARD MEETINGS PUBLIC?

Board meetings are not public meetings; they are meetings held in public. By law, all Board discussion and deliberation must be conducted in public, except for certain specific matters, such as personnel and student disciplinary cases, which may be discussed in closed session. However, all official Board action (voting) must be taken in public.

MAY I SPEAK AT THE BOARD MEETING?

The tradition has been to allow any visitor the opportunity to comment or ask questions of the board. Visitors may speak at a time specifically set aside during the meeting when visitors are recognized. Groups attending Board meetings are asked to appoint a spokesperson, and all visitors are asked to limit their remarks to five minutes. The Board President recognizes visitors who wish to comment, maintains order during the meeting, and calls an end to comments and discussion when this seems appropriate.

WILL THE BOARD RESOLVE MY CONCERN?

The Board rarely can be expected to act immediately on an issue brought before it for the first time. Even in the case of more familiar topics, the Board takes action only after it has examined all aspects of an issue. You may, however, expect the Board to act as promptly as circumstances allow and to notify you when it arrives at a decision.

COMMITTEE MEETINGS

Committee meetings are scheduled as needed. These meetings focus upon specific issues related to District policy, services, finance and curriculum.

ADDRESSING THE BOARD OF EDUCATION

- Know what you want to say and say it as briefly as possible. Again, this is not to limit your ability to speak, but to make sure your message is heard and understood.
- When called on, make sure you speak clearly enough to be heard by everyone in the room. State your name so that your comments can be made part of the official record. If you are representing an organization or a group of citizens, state the name of the group.

BOARD OF EDUCATION AND ADMINISTRATION

WHAT IS THE SCHOOL BOARD?

In Illinois, public education is the State's constitutional responsibility. State delegates to local school boards the authority to govern school districts within the parameters set by State law. Boards are made up of seven school district residents elected at large to serve terms of four years without compensation. So, although the Board is responsible to district voters, it is legally responsible to the State.

WHAT IS THE BOARD'S ROLE?

The Board's role is to:

- Adopt goals and policies that meet State requirements and reflect community needs;
- Provide the resources necessary to pursue its goals according to its policies; and
- Monitor district performance to see that results are consistent with goals and policies.

WHAT ARE THE BOARD'S DUTIES?

Among the Board's legal duties are:

- Approving what shall be taught in the schools and which textbooks will be used;
- Approving necessary personnel and setting their salaries;
- Approving all contracts and paying all bills; and
- Approving the annual budget.

Individual Board Members may not act alone or make decisions that are binding upon the Board. Binding decisions are made only upon a vote taken by the School Board.

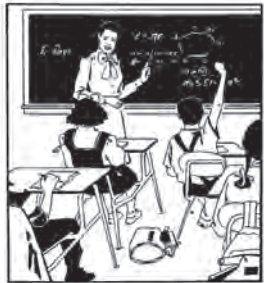
IS THE SUPERINTENDENT A BOARD MEMBER?

No. The Superintendent is the chief executive officer of the school district, a professional educator hired by the Board to carry out its goals and to oversee the district's operation.

Welcome!



Visitors are always welcome. Parents and other adults must report to the school's main office before visiting any classes. Student visitors need to obtain permission from the building administrator at least a day in advance. When student visitors are brought to school, they must stay with their host/hostess throughout the day. A visitor's pass must be presented to each teacher at the beginning of class.



SCHOOL VISITATION

Under provisions of the Illinois law, the school Visitation Right Act (820 ILCS 147/1), each school district is required to notify the students' parents or guardians of their school visitation rights for a school conference and activity leave. An employer must grant an employee leave up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child. Please contact your employer for further information.



PUPIL ABSENCE

Student absences result in a substantial loss of revenue for the school district.

Parents are reminded that regular and prompt attendance at school is extremely important. An ill child should not be in school, since this may result in his health being impaired further and may result in other children being exposed to a communicable disease. However, every effort should be made to have the child in school each day he is able to attend.

All pupils are expected to bring a written note from the parent for each absence and tardiness. This note should contain: The date or dates of absence; the specific reason for absence or tardiness; and the parent's signature. In cases of communicable diseases, it is well to indicate in the note that the child's doctor had recommended the child's return to school. **IF A CHILD IS TO BE ABSENT, PLEASE CALL THE SCHOOL ON THE DAY OF THE ABSENCE BETWEEN 8:00 AND 8:45 AM TO NOTIFY THEM OF THIS FACT AND INDICATE THE REASON FOR ABSENCE. Each parent will be called if no contact is made with the school to verify absence.**

VOLUNTARY STUDENT ACCIDENT INSURANCE PROGRAM

Arbor Park School District 145 does not carry a student accident insurance policy for your child(ren). Families are required to cover medical/dental costs for an accident that occurs on school grounds or at a school supervised event. An option for each family is a voluntary student accident insurance program through 1st Agency. Coverage and benefits vary by plan. Private/Voluntary plans can be purchased through the 1st Agency web site (www.1stAgency.com) or by calling 269-381-6630.*

*Arbor Park School District 145 does not sponsor, endorse or benefit from this or any voluntary student accident plans. Parents are responsible for the cost of the plan and must work directly with the insurance carrier.

CATASTROPHIC STUDENT ACCIDENT INSURANCE PROGRAM

Arbor Park School District 145 carries a catastrophic student accident plan. Specific questions regarding the plan should be addressed to Andrew Ziegler, Assistant Superintendent of Finance/CSBO at aziegler@arbor145.org.

ADMISSION OF NEW PUPILS

All pupils registering for the first time in District 145 should be accompanied by a parent or guardian at the time of enrollment. A birth certificate is required for each pupil entering kindergarten.

A record of physical examination, required immunizations, and a dental report is required for each new entrant.

Children starting in kindergarten in District 145 must be five years of age by SEPTEMBER 1 of that school year. Children entering first grade must be six years of age by September 1 of that school year.

Children entering from other school districts must furnish records of transfer from their former school district.



LUNCH PROGRAM

Arbor Park School District #145 offers lunch service in all four of our schools every day that school is in session for five or more hours. Each student in grades K through 8 will have a personal PushCoin account into which funds can be deposited, either electronically (www.pushcoin.com) online or by sending cash or check (made payable to Arbor Park School District #145) in an envelope marked with your student's name, grade, teacher, date and amount enclosed, to the office at your child's school. Deposits made electronically on your child's PushCoin account will be available same day as are any deposits submitted to your child's school by 9:30a.m.

If a student has or will have a negative balance in their PushCoin account after purchasing a meal, he/she will be able to "charge" lunch to their account for up to two days (each meal is \$3.20 for the 2023/24 school year, which means that each student can "charge" two meals, or up to \$6.40 in total before being offered an alternate meal). If funds are not deposited after the second day, an alternate meal will be offered to the student (typically, a cheese sandwich and milk). If the student does not wish to take the alternate meal, they should be prepared to bring lunch from home until the PushCoin account is replenished. Under no circumstances will a student be allowed to purchase an ala carte item or choose a second meal if they have "charged" a meal to their account. This applies to all students, regardless of their meal status (Paid, Free or Reduced). No charges will be allowed to any student account after Friday, May 10, 2024.

Current student lunch account balances are available on www.pushcoin.com under the "Wallet" feature. Low/Negative notifications are generated by PushCoin on a daily basis. Daily activity/purchases can also be seen on a daily basis. Parents/Guardians are encouraged to register for a PushCoin account in order to have access to and manage your student's lunch account. PushCoin is the School Lunch and Fee Payment platform used by Arbor Park School District 145.

Please note that neither Arbor Park School District 145 nor Arbor Management, Inc. (food service provider in 2023-24) are required by local board policy, the State of Illinois, or the federal government to provide a meal at no charge to students who have not qualified for free lunch benefits under the National School Lunch Program. We offer alternative meals to our students to ensure that they have some nourishment during the day while their PushCoin account is being updated.

STUDENT FEES, FINES, AND CHARGES

School District 145 charges specific fees for certain noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School Property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship. Application should be made to the District 145 Asst. Superintendent of Finance. Appeal of the Asst. Superintendent's decision regarding waiver of fees may be made to the Superintendent of Schools.

Students using school property and equipment can be fined for excessive wear and abuse of property and equipment. The fine will be used to pay for damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Others may need their use.

Pay for Play: If an Arbor Park student chooses to tryout and is chosen to participate in an athletic event associated with our sport's conference, that student must pay participation fees designated for that school year. The fee helps offset the costs of coaches, referees, transportation and conference dues. All fees must be turned in before a child can participate in an athletic contest.



FREE LUNCH
FREE MILK



Arbor Park School District 145 participates in the National School Lunch Program and must follow all rules and regulations as established by Federal statutes and the Illinois School Code.

Children enrolled in District 145 schools may be eligible to receive free lunch or milk. Specific eligibility for these services is based upon household income as defined by the USDA and the State of Illinois. Every household with children enrolled in School District 145 will receive application materials prior to the start of the school year. Families wishing to apply for meal benefits must complete the application and return it to the District Office.

MISSION STATEMENT:

The mission of Arbor Park School District 145, in partnership with students, staff, parents and community is to create a learning environment that enables all children to reach their full potential and to ensure quality and equity for all to succeed.



STUDENT TRANSFERS

Students leaving the district need to have their parent contact the school's main office at least two days prior to the official withdrawal date.

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

WELLNESS POLICY

The Board of Education of Arbor Park School District 145 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. Research recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. Our schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children. Parents will be provided information throughout the year to help them incorporate healthy eating and physical activity into their students' lives. Parents and community members are encouraged to provide their teachers / principals with input regarding good nutrition and healthy habits along with the district's wellness policy.

EMERGENCY CLOSINGS INFORMATION

More Ways To Know Before You Go



Closing information can also be found at www.arbor145.org

SAFETY DRILL PROCEDURES

Procedures for fire, severe weather, and others are conducted on a regular basis in each building in the district to ensure that students and faculty react properly to the various disaster alarms.

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

1. The telephone will not be answered as all students and personnel will be in emergency positions.
2. Students will not be allowed to leave a school building while a tornado or severe weather alert is in progress.
3. Parents or other visitors in a school building when an alert is activated should proceed to a safety area within the school building with students and school personnel.

To ensure sufficient time to react to severe weather, tornado or other disaster, each school has been supplied with a Civil Defense radio.



RIGHT TO TRANSPORT

At times, students board our busses and attend band concerts, assemblies, or step-up days at other facilities in our district. These events are listed on the monthly school calendar. If you don't want your child transported or you have any questions about the district transporting your child within the district, please contact your building principal. We do reserve the right to transport your child in case of evacuation emergencies.

We will continue to notify parents and seek signed permission slips if we are transporting your child outside our district for a field trip or other school activity.

STANDARDS FOR STUDENT CONDUCT

One of the most important lessons schools can teach is self-discipline. Self-discipline is the key to good conduct and proper consideration for other people. Please note the following infractions could result in suspension and/or expulsion from school as well as criminal prosecution.

- * Interference with or obstruction of the educational process or legitimate purposes of the school by use of violence, force, noise, coercion, intimidation, passive resistance, or similar act.
- * The making of any bomb threat or false reporting of the presence of a bomb on school premises or causing or participation in the making of such a false report.
- * Fighting, assault, battery, or any other conduct which a student may reasonably be expected to know may endanger the health and safety of students, school personnel, or other persons, or interfere with the educational process.
- * Possession, sale, or use of tobacco in any form.
- * Possession, sale, or use of fireworks, explosives, or any other flammable substances not authorized by proper school officials.
- * Theft of, vandalism to, or trespassing on School District property, the property of any School District personnel, or the property of other persons.
- * Possession, sale, use, transfer, or being under the influence of any alcoholic beverage, dangerous drug not properly prescribed, narcotic, marijuana, or other controlled substance such as now or hereafter defined by any applicable law or regulation, or any look alike substance.
- * Possession, sale, use or transfer of over-the-counter drugs.
- * Misuses of School District facilities or violation of Internet Use Procedures in such a manner to cause harm.
- * Possession, sale, use or transfer of any paraphernalia which may be reasonably considered as paraphernalia for the administration of a dangerous drug, narcotic, or other controlled substance as now or hereafter defined by any applicable law or regulation; excluding, however, any instance of possession or use where such occurs by a person necessarily to facilitate the administration of such dangerous drug, narcotic, or controlled substance as prescribed by a licensed physician.
- * Possession, sale, use, or transfer of any firearm, knife, metal hair pick or other object which may reasonably be considered to be a weapon or a look-alike weapon.
- * Insubordination or disrespect to School District personnel, interference with School District personnel in the performance of their duties, or refusal to comply with reasonable and lawful instructions of School District personnel.
- * Repeated tardiness or truancies/unexcused absences, which are detrimental to the welfare of the student and disruptive of the educational process.
- * Dress or appearance which presents a health or safety hazard or which materially and substantially disrupts the educational process.
- * Gambling.
- * Cheating in academic matters.
- * Giving a false fire alarm.
- * Using an electronic communication device during school hours without administrative approval.
- * The commission of any act punishable by any national, state, or local law or regulation.
- * Sexual Intimidation/Harassment means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.
- * Bullying - Physical, verbal, or written conduct, which serves to harass, demean, humiliate, abuse or victimize one or more students.
- * Repeated minor incidents of misbehavior as described in the student hand book for which other disciplinary measures have failed to deter.



BEHAVIOR CONSEQUENCES

Options are not listed in any specific order. The assignment of discipline will be determined by the consideration of the infraction.

- Verbal Warnings
- Removal from class or activity
- Referral to Principal
- Referral to Social Worker
- Parent Contact / Conference
- Loss of privileges
- Bus privileges revoked
- Behavioral Interventions
- After school Detention
- Saturday Detention
- Police Involvement
- In-school Suspension
- Out-of school Suspension
- Expulsion

SUSPENSION PROCEDURES

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to person 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.

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 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 the case is heard by a hearing officer, shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged.

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.

STUDENT BEHAVIOR

Arbor Park School District 145 has approved and revised Policy 7:190 Student Behavior to comply with Senate Bill 100 (PA 99-456). The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society. The full contents of Student Behavior Policy 7:190 along administrative procedures can be found on our website under **Parent Student/Info** tab.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities 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 with disabilities. 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. 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).

Discipline of Students with Disabilities

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.

ARBOR PARK MIDDLE SCHOOL ACADEMIC REQUIREMENTS

Any student earning less than a 1.25 grade point average or who has failed 3 of the core subjects becomes a candidate for retention consideration. The final decision about retention would also take into consideration study habits, maturity, parental input, special education involvement, and teacher judgment. Eighth graders are required to have a 1.25 grade point in core subject areas to participate in the graduation ceremony.

Eighth grade students who attend Springfield, graduation dance, and Great America must meet additional requirements. Student expectations will be presented at a grade level assembly prior to each event.

PREVENTION OF 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 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.

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school busses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Bullying includes *cyber-bullying* and 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:

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitations 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.

Cyber-bullying 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*. *Cyber-bullying* 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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by on contract with, or who volunteer in a school district, including without limitations school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Arbor Park Middle School, Principal/Asst. Principal, 17303 Central Ave., Oak Forest, IL 60452, (708) 687-5330

Scarlet Oak School, Principal, 5731 Albert Drive, Oak Forest, IL 60452, (708) 687-5822

Arbor Elementary School, Principal, 17303 Central Ave., Oak Forest, IL 60452 (708) 560-0092

Kimberly Heights School, Principal, 6141 Kimberly Drive, Tinley Park, IL 60477, (708) 532-6434

DRESS STANDARDS

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. Dress code infractions will require a change of clothes and may require a phone call home.

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

1. Dress shall be clean for the protection of health and comfort of all individuals.
2. Footwear that protects the foot, and safeguards the health of others, must be worn.
3. Dress and personal grooming shall not be extreme or of immodest fit or style to the extent it interferes with the educational process.
 - Shorts must be of appropriate length. Shorts and skirts may not be shorter than 6 inches from the top of the knee. The same rule applies to slits in the skirts.
 - 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.
4. Hats and/or gloves should not be worn in class.
5. No garments depicting alcoholic beverages, tobacco products, or other drugs shall be worn at school.
6. No garments with messages or symbols that include inappropriate language, sexual actions, or promote gang activity may be worn at school.
7. Backless or strapless tops/dresses/evening wear is never allowed at school dances.
8. All outerwear is to be kept in the student's locker. Outerwear is not allowed to be worn during class or in the hallways. Hats should be removed immediately upon entering the building and should not be put on until exiting through the doors upon leaving the building.
9. No head wear for males or females is allowed in school.
10. Aerosol products, perfumes, and scented lotions are prohibited due to respiratory allergies.



Our PandaVision:

To provide the tools, resources, and professional development to teachers on all platforms to enhance teaching and learning in the classroom. Our goal is to have students graduate from Arbor Park School District and be fluent in all technology platforms. During their time here, they will have gained experience on iPads, Apple OS, and Microsoft platforms making them well-rounded for any future endeavors which includes high school, college, and employment. Our teachers, staff, and students will benefit from a 21st century learning environment!

Visit www.arbor145.org/panda for all current Internet and Network Acceptable Use Policies. Also, you will find a list of district approved software, apps, and other information.

Does your student need tech assistance?

A Panda is here to help! APMS Students can access PandaHelp by visiting our office in B140 or emailing PandaHelp@arbor145.org. For all other buildings a Panda will be available weekly to assist. Teachers can also reach out to Panda to assist with specific student issues.

Panda can assist parents and students with district provided resources including:

- Alma
- ClassLink (Single Sign On)
- Office 365 (Word, Excel, Powerpoint, Email)
- iPads, SurfaceGos

LEGAL BUS RIDERS

- Students in Grades K – 8 who live 1-1/2 miles or more from their attendance center.
- Students who live in Illinois Department of Transportation approved hazardous walking areas.

BUS MISCONDUCT

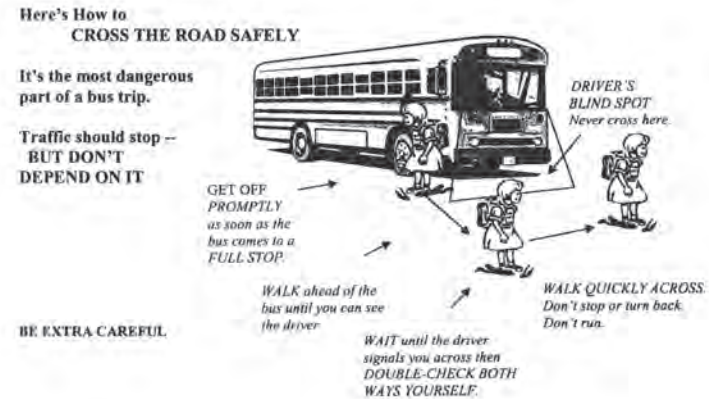
The punishment will be dependent upon the severity of the misbehavior or the number of times a child has been reprimanded. This may also include the cost of necessary repairs. Upon the third bus referral, bus suspension is at the discretion of the school administration.

Bus rules include:

- Children are permitted to ride only the bus to which they are assigned.
- Stay off the road while waiting for your bus.
- Wait until the bus has come to complete stop before attempting to board the bus.
- Safe and proper boarding and departing procedures will be used at all times. Some examples of improper procedures are: pushing, tripping, fighting, throwing any objects, or delaying the bus. This is not all encompassing.
- Keep hands and head inside the bus at all times.
- Loud talk and laughter or unnecessary confusion is unacceptable.
- Keep books, packages, coats, and all other objects out of the aisle.
- Do not throw anything out of the bus window.
- Remain in your seat until you reach your destination.
- No eating or drinking is allowed on the bus.
- Gross disobedience or misconduct will not be tolerated.
- Violating any student conduct procedures as defined in the student discipline policy is prohibited.
- Willful injury or threat or injury to a bus driver or to another rider will not be tolerated.
- Willful and/or repeated defacement of the bus.
- Use of profanity or unacceptable gestures is not allowed.
- Disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Video cameras are used on school busses in order to monitor conduct and maintain a safe environment for students and employees.

The Superintendent, Principal/Assistant Principal shall have the power to suspend pupils from riding the school bus for gross disobedience or misconduct while on the school bus, or take such action as deemed appropriate. Such suspensions shall continue for a period of up to ten school days unless the Board suspends the student for a longer period due to safety reasons. During the period of a bus suspension it is the legal responsibility of the parent to insure the child continues to attend school daily.



LOCKERS

Students' school lockers are property of the school and are used to store books, school supplies and outdoor garments. School officials may search lockers with or without student consent, if there is reasonable suspicion that illegal or dangerous materials or substances are in the lockers.

Illinois Department of Public Health Division of Health Assessment and Screening

Annual VISION Screening

- Pre-school children 3 years of age and older enrolled in an educational program
- Kindergarten
- Second grade
- Eighth grade
- Special Education students
- Transfer students
- Teacher referrals



Annual HEARING Screening

- Pre-school children 3 years of age and older enrolled in an educational program
- Kindergarten
- First grade
- Second grade
- Third grade
- Special Education students
- Transfer students
- Teacher referrals



Minimum Immunization Requirements Entering a Child Care Facility or School in Illinois, 2022-2023



Vaccine Requirement	Child Care Facility, Preschool, Early Childhood, Pre-Kindergarten Programs	Kindergarten through 12 th Grade		Minimum Intervals Allowed Between Doses and Other Options for Proof of Immunity
		First Entry into School (Kindergarten or 1 st Grade)	Other Grades	
Diphtheria, Pertussis, Tetanus	Three doses of DTP or DTaP by 1 year of age. One additional booster dose by 2nd birthday.	Four or more doses of DTP/DTaP with the last dose being a booster and received on or after the 4th birthday.	Three or more doses of DTP/DTaP or Td; with the last dose qualifying as a booster if received on or after the 4th birthday. Entering 6 th grade, for students \geq age 11, one dose of Tdap ²	Minimum interval between series doses: 4 weeks (28 days). Between series and booster: 6 months. No proof of immunity allowed.
Polio	Two doses by 1 year of age. One additional dose by 2nd birthday. Three doses for any child 24 months of age or older appropriately spaced.	Starting school year 2017-2018 any child entering Kindergarten shall show proof of 4 dose series with the last dose on or after the 4 th birthday. <i><u>This is a progressive requirement starting in 2017-2018. For the 2022-2023 school year, the four-dose requirement applies to grades K-5</u></i>	Three or more doses of polio vaccine with the last dose on or after the 4 th birthday.	Minimum interval between series doses: 4 weeks (28 days). 4 th dose at least 6 months after previous dose No proof of immunity allowed.
Measles	One dose on or after the 1st birthday.	Two doses of measles vaccine, the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		Proof of prior measles disease shall be verified with date of illness signed by a physician or laboratory evidence of measles immunity. A diagnosis of measles disease made by a physician on or after July 1, 2002 must be confirmed by laboratory evidence.
Rubella	One dose on or after the 1st birthday.	Two doses of rubella vaccine, the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		Laboratory evidence of rubella immunity.
Mumps	One dose on or after the 1st birthday	Two doses of mumps vaccine, the 1st dose must have been received on or after the first birthday and the second dose no less than 4 weeks (28 days) later.		Proof of prior mumps disease shall be verified with date of illness signed by a physician or laboratory evidence of mumps immunity.
Haemophilus influenzae type b (Hib)	Proof of immunization that complies with the ACIP recommendation for Hib vaccination. Children 24-59 months of age without series shall show proof of one dose of Hib vaccine at 15 months or older.	Any child five years of age (60 months of age) or older shall not be required to provide proof of immunization with Hib vaccine.		Refer to ACIP Hib series schedule. No proof of immunity allowed.

Minimum Immunization Requirements Entering a Child Care Facility or School in Illinois, 2022-2023



Vaccine Requirement	Child Care Facility, Preschool, Early Childhood, Pre-Kindergarten Programs	Kindergarten through 12 th Grade		Minimum Intervals Allowed Between Doses and Other Options for Proof of Immunity
		First Entry into School (Kindergarten or 1 st Grade)	Other Grades	
Invasive Pneumococcal Disease (PCV)	Proof of immunization that complies with ACIP recommendations for PCV. Children 24 to 59 months of age without primary series of PCV, shall show proof of receiving one dose of PCV after 24 months of age.	Any child five years of age (60 months of age) or older shall not be required to provide proof of immunization with PCV vaccine.		Refer to ACIP PCV series schedule. No proof of immunity allowed.
Hepatitis B	Three doses appropriately spaced. <i>(see doses in minimum interval column)</i> . Third dose must have been administered on or after 6 months of age (168 days).	Kindergarten through 5 th grade not a requirement. <i>Recommend reviewing these records and if necessary, have student be brought up to date with hepatitis B series.</i>	Students entering 6 th thru 12 th grade, three doses of hepatitis B vaccine administered at appropriate intervals.	Minimum intervals between doses: Between 1 st and 2 nd doses must be at least 4 weeks. Between 2 nd and 3 rd must be at least 8 weeks. Between 1 st and 3 rd must be at least 16 weeks. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.
Varicella	One dose on or after 1st birthday.	Two doses of varicella; The first dose must have been on or after the 1 st birthday and the 2nd dose no less than 4 weeks (28) days later. Two doses of varicella for students entering all grades.		Proof of prior varicella disease shall be verified with: 1) date of illness signed by a physician; or 2) a health care provider's interpretation that a parent's or legal guardian's description of varicella disease history is indicative of past infection; or 3) laboratory evidence of varicella immunity.
Meningococcal Disease (MCV4), (MenACWY)	No Requirements.	No Requirements.	Applies to students entering 6 th -11 th grades: one dose of meningococcal conjugate vaccine. 12 th grade entry: two doses of meningococcal conjugate vaccine.	Minimum intervals for administration: For 6 th grade entry: the first dose received <u>on or after the 11th birthday</u> For 12 th grade entry: second dose <u>on or after the 16th birthday</u> and an interval of at least eight weeks after the first dose. Only one dose is required if the first dose was received at 16 years of age or older. No proof of immunity allowed.



HEALTH SERVICES

DENTAL EXAMINATIONS

The State of Illinois requires that **all students in Kindergarten, second and sixth grades have an oral health examination** performed by a licensed dentist.

Following your child's exam, please have your dentist fill out the form required by the State and return it to the Health Office of his/her school no later than May 15 of the year of the required exam. The exam must have been performed any time within an 18-month period prior to this due date. Exam forms are also available at your dentist's office.

VISION EXAMINATIONS

The State of Illinois requires that **all students entering Kindergarten or entering school for the first time from out of state** shall have an eye examination before October 15 of the year of the required exam or within 30 days of enrollment for new students from out of state.

Vision screenings will be done as mandated, during the 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 an examination has been administered within the previous 12 months and the evaluation is on file at the school. If a vision examination report is not on file at school, students, as mandated will be screened. Hearing screenings will also be done, as mandated, during the school year.

PHYSICAL EXAMINATIONS

A physical examination is required for entrance into Preschool, Kindergarten, sixth grade, ninth grade, and/or when transferring from an out of state school. The health history portion of the physical examination form must be completed and signed by the parent in order for the physical to be valid.

The State of Illinois requires that **all students entering Kindergarten or entering school for the first time from out of state** shall have a physical examination before October 15 of the year of the required exam or within 30 days of enrollment for new students from out of state.

The exam must be dated within one year prior to the date the student enters school.



MEDICATION



It is preferred that medication be administered in the home. However, any pupil who is required to take medication during regular school hours must comply with school regulations.

These regulations include the following:

1. Written orders, renewed annually, from a physician detailing name of the drug, dosage, and time interval medication is to be taken.
2. Written permission from parent or guardian of the pupil, requesting that the school district comply with the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s) / guardian(s) have completed and signed a "School Medication Authorization Form".
5. The school nurse will inform appropriate school personnel of potential benefits and side effects of the drug being administered.

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

HEAD LICE

Head lice are not a disease but a nuisance. They are tiny wingless insects that live close to the human scalp and feed off human blood. Head lice can lay eggs called nits that hatch and cause itching and discomfort but do not spread disease. Adult head lice are about the size of a sesame seed and are tan to grayish white. Nits are tiny tear drop shaped eggs that attach to the hair shaft, often at the nape of the neck and behind the ears.

Head lice can only crawl and not jump or fly so transmission occurs mainly through direct head-to-head contact. They cannot survive very long off the head so transmission through shared clothing or personal items is not common.

If head lice are suspected at school, parents will be notified and treatment options shared. Treatment of the entire family and all bedding is often necessary. Additionally, children in the same classroom will bring home a letter indicating they should be checked by their parents as a precaution.

Please call your school nurse for more information if you suspect head lice.



COMMON ILLNESS & 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.) in order 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 & 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 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 in the morning before 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 nurse for additional information.



STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Arbor Park School District 145 has approved and revised Policy 7:305 to comply with the full implementation of the Youth Sports Concussion Safety Act. The goals and objectives of this policy are to implement a program to manage concussions and head injuries suffered by students. The full contents of the Student Athlete Concussions and Head Injuries Policy 7:305 along with administrative procedures can be found on our website under the Parent Student/Info tab.

Program for economically disadvantaged students (ECIA, Title1)

Title 1 of the U.S. Education Consolidation and Improvement Act (ECIA) provides federal funds to help school districts meet the education needs of economically disadvantaged children. District 145 provides Title 1 remedial programs in reading in grades one through four.

If you feel your child would benefit from these services, please contact your child's teacher, principal, or the Title 1 Director (Camille Hogan 708-687-8040). If your child qualifies for Title 1 services, you will be notified and involved in planning your child's Title 1 participation. ECIA Title 1 rules and regulations are available for review at the District Administration Office, 708-687-8040

Gender Equity (ESEA Title IX, Part C)

Title IX, Part C, of the U.S. Elementary and Secondary Education Act (ESEA) guarantees educational equity regardless of gender. Any School District 145 employee, job applicant, student or parent has the right to a hearing if he/she feels his/her right to fair treatment has been abridged because of sex discrimination. Information is available at the District Administration Office, 708-687-8040.



STUDENT RECORDS POLICY

DEFINITION

Student records are any written or recorded information maintained by the School District by which a student may be individually identified. Information maintained by an individual faculty member is not considered part of the student records.

There are two parts to each student's record: The permanent record and the temporary record. Refer to the description for each of these parts for what is included.

PERMANENT RECORDS

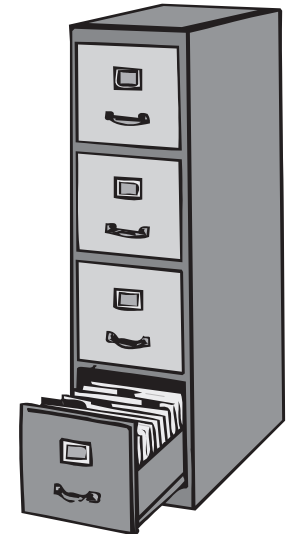
A student's permanent record includes:

1. Basic identifying information: Student's and parents' names and addresses, date of birth, place of birth and gender.
2. Academic transcript including grades, graduation dates, grade level achieved, and attendance records.
3. Health and physical records and accident reports.
4. Honors and awards received.
5. A record of any requests to release the information included in the permanent record.

TEMPORARY RECORDS

A student's temporary record contains all information not required to be in the permanent record and may include:

1. Family data such as number of brothers and sisters, parents' occupation, etc.
2. Intelligence test scores.
3. Achievement test scores.
4. Reports of psychological evaluations including intelligence, personality, and academic information obtained through tests, observation or interviews.
5. Teacher anecdotal records intended to be shared with other teachers.
6. Disciplinary information.
7. Extra curricular activity information.
8. Special education files including the reports of any multi-disciplinary staffings on which placement or non-placement was based and all records and recordings related to special education placement hearings and appeals.
9. Reports or information referring to the student received from non-educational persons, agencies or organizations.
10. The record of any requests to release temporary record information to individuals or agencies not on the District 145 staff.





INSPECTION OF RECORDS

Parents have the right to inspect, challenge and copy their child's records until the pupil reaches the age of twenty-one or attains the age of eighteen and declares financial independency.

Upon request of parents or eligible students, records will be made available by the school administration within fifteen school days from the time written request is received.

When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in such records upon request of the student or parent(s).

Copies of student records will be provided to eligible parents and pupils upon request. Cost of such copies will not exceed thirty-five (35) cents per page.

Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.

DESTRUCTION OF RECORDS

Student permanent records and the information contained therein shall be maintained for 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school district.

Student temporary records and the information contained in those records will be maintained for 5 years after the student has transferred, graduated, or otherwise withdrawn from the school district.

ILLINOIS RIGHT TO KNOW LAW

The Illinois Right-to-Know law requires the school district to provide you with the following:

Material Safety Data Sheets - MSDS describe the characteristics, safe handling, and health hazards to toxic substances.

Labeling - Toxic substances in the schools shall be labeled with the chemical (or product) name and a hazard warning.

Training - Persons who are exposed to toxic substances shall be trained.

The law protects your right to request the above information. If you have any questions call 312/793-2800.

EQUAL EDUCATIONAL OPPORTUNITIES - Sex Equity

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

Within seven working days of receiving a complaint of illegal discrimination, The Superintendent shall send a copy of the District's written grievance procedure to the complainant. The Superintendent shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Superintendent may seek advice from related state agencies or legal counsel. Within thirty days of receiving the complaint, the Superintendent shall render a written decision, including the steps to be taken for further appeal of that decision.

The written decision may be appealed to the School Board by submitting a written request addressed to the Office of the Superintendent, for a hearing before the Board.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to section 3-10 of The School Code of Illinois and, therefore, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in section 200.90 (b) of the sex Equity Rules.

SEX OFFENDER INFORMATION FOR PARENTS

PUBLIC ACT 94-994

New legislation requires schools to notify parents that information about sex offenders is available to the public. This notice meets the re-quirement of the new law. The sex offender information is available at <http://www.isp.state.il.us/sor/>.



SPECIAL EDUCATION

Special Education programs and services are provided to eligible students age 3 through 15 by Arbor Park School District 145 and in some cases, by Southwest Cook County Cooperative Association for Special Education (SWCCCASE).

Arbor Park utilizes a problem solving model (Response to Intervention) to identify students in need of support and assistance. Students who continue to exhibit learning or behavioral difficulties in spite of interventions may be referred for further evaluation in the following domains:



Academic
Health

Functional
Hearing and Vision

Cognitive
Motor

Communication
Social/Emotional

Evaluations are conducted by the IEP team which includes the parents, general education teacher, special education teacher, and administrator. Other specialists that may conduct evaluations include School Psychologist, School Social Worker, Speech Language Pathologist, Occupational and Physical Therapist, and School Nurse. Eligibility for special education requires the following:

- The student demonstrate an IDEA recognized disability.
- That disability has an adverse effect on the student's educational performance.
- Special education services are required to address the adverse effect.

The district offers a full continuum of special education programs and services including:

- Consultation for learning or behavior
- Resource classes with Special Education teacher
- Self-contained classroom for half or more of the school day

- Special Education instruction within the General Education classroom
- Instructional classes with Special Education by subject area
- Related services as outlined in the IEP

Students whose needs cannot be met in District 145 programs, may attend SWCCCASE programs or receive services including:

- Classroom program for students who are deaf or hearing impaired
- Itinerant services for students who are blind or visually impaired
- Classroom program for students with multiple disabilities

- Itinerant services for students who are deaf or hearing impaired
- Classroom program for students with severe communication disabilities or autism
- Separate school for students with behavior or emotional disabilities

HOMWORK

When our teachers assign homework, they usually have good reasons. They want to promote good study habits. They know that doing work away from the school helps to develop a sense of responsibility and independence. And they want to make sure the student understands the material presented in class.

None of these things can happen if the students won't or can't do their homework. That's where you, as a parent, can help. You can plan an important role in making sure your child develops good study habits at home by helping us in the following ways:

- If your child never has homework or has always already done his/her homework, confirm these reports with the teacher. How is your child doing in school? Are assignments being turned in? Are there assignments the teacher could make that would help the child do better in school?
- Have a positive attitude when you talk about homework. Make it a habit to discuss what the child learned in school and frequently reinforce the importance of education and good study habits.
- Working with your child, agree to set aside a specific time of day for the homework to be done. As you're establishing this schedule, you might want to take into consideration (1) your child's preferences, (2) the time it takes for the child to do homework and (3) the work and play schedules of the people involved. Remember, though, that homework is important - very important. As you establish the schedule, make a decision that homework is more important than television, hanging out or playing with friends.

Establish a "homework center." Homework should be done in only one place. The area should be well lighted, free of noise, clutter and distractions. A desk and chair away from the television set works better than a couch or the floor.

- Set aside some time to go over the homework assignments with your child. Ask how things are going and provide encouragement and positive feedback. Gestures, hugs, pats on the back and/or phrases can communicate your approval. Some examples of phrases include: "I'm glad you're trying." "Good thinking." "You really work hard." "What an improvement I can see." "You're doing a good job on your own."

- When your child has a major paper to do, help schedule the steps and time necessary to complete the project on time. This avoids last-minute, careless work and eliminates stress.



LOST AND FOUND

During the school year many articles of clothing - and other items such as jewelry, lunch boxes, and other personal belongings - end up in the school office "lost and found". Please be aware of these guidelines:

- Valuables should not be brought to school
- Students should keep track of the coats, gloves, hats and scarves worn to school.
- Whenever possible, identification tags should be attached to each child's possessions.

The "lost and found" will be available for inspection throughout the year. Found items will be prominently displayed at a school function before the end of the school year.

Arbor Park schools will remove all unclaimed items at the end of the month. Unclaimed "lost and found" items may be donated to a not-for-profit organization.



QUALITY LEARNING ENVIRONMENT

Arbor Park School District 145 is proactive in the care of its buildings and grounds. The District is in compliance with all State mandates concerning the life safety of students, staff, and the community. These programs include design, construction, and renovation; drinking water quality and conservation; energy efficiency; environmental education; facilities operations and maintenance; hazardous material management; indoor environmental quality; and integrated pest management.

INTEGRATED PEST MANAGEMENT PLAN

The Integrated Pest Management Plan's mission is to investigate, evaluate and implement common-sense practices into a continuous, effective, environmentally sensitive approach to pest management. It is the practice of the District to utilize IPM principles to control pest populations adequately but in rare cases pesticides are used to manage pest populations and periodically lawn maintenance applications are applied. The school district will maintain a registry of parents and guardians of students and employees who have registered to receive written or telephonic notification prior to application of pesticides to school property. The written or telephonic notification must be given at least 2 business days in advance of pesticide application. Prior notice is not required if there is no imminent threat to health or property. Parents/guardians or employees who are overly sensitive or allergic to certain pesticides are asked to notify your school nurse so that you may be notified before any pesticides that may be a threat are used.

For further information please contact your school's office or the Assistant Superintendent of Finance/CSBO.

