

**ARBOR PARK MIDDLE SCHOOL STUDENT  
PLANNER AND SCHOOL HANDBOOK  
2016-2017**

**This assignment notebook belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zipcode:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Homerroom:** \_\_\_\_\_

**PLEASE USE THIS PLANNER AS A TOOL TO KEEP TRACK OF ASSIGNMENTS AND TO HELP YOU PLAN FOR SUCCESS IN YOUR DAY!**

- **You should write down the assignments for each class in detail.**
- **When you are finished with the assignment you should put a check mark next to the assignment name.**
- **You should never write down “none”. If there is nothing to be done at home, write down what was done in class, and write (in class) in parenthesis next to the assignment or activity.**
- **You can also write activities or appointments you have in the extra boxes.**

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*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.*



**ARBOR PARK MIDDLE SCHOOL**

**Student name:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

(Please print)

**PLEASE SIGN ALL NECESSARY PARTS OF THIS FORM AND RETURN IT TO HOMEROOM TEACHERS BY **Friday, September 2, 2016.****

**STUDENT HANDBOOK:**

On Thursday, August 25, 2016 all Arbor Park students attended a student handbook orientation. The purpose of this orientation was to review and inform your son/daughter on the established student rules, procedures, policies and expectations. This handbook is included in your child’s daily planner for your review and discussion. We ask that you take the time to read and discuss the handbook with your child.

**PHOTO – VIDEO – INTERNET PERMISSION FORM**

**I do** \_\_\_\_\_ **do not** \_\_\_\_\_ give permission to photograph and video record my child, to have my child’s picture and name released to newspapers, and to place my child’s picture (but not his/her name) on the District’s Web Page (Internet).

**STUDENT/FACULTY PHOTO/VIDEO/INTERNET CONTRACT**

**Absolutely, no video or pictures are to be taken by students of the faculty without their permission. I understand I will be held accountable and disciplined at the discretion of the administration.**

**MOVIE PERMISSION FORM**

From time to time, teachers may rent popular “G” "PG" or “PG-13” movies for their classes to see. Please indicate your preference regarding these issues and your child.

\_\_\_\_\_ Permission is given for my child to only view educational films.

\_\_\_\_\_ Permission is given for my child to view educational, “G” "PG" and “PG13” rated films.

***\*G – General Audiences All Ages Admitted***

*A “G” rated motion picture contains nothing in theme, language, violence or other matters that would offend parents whose younger children view the motion picture. Some language may go beyond polite conversations but they are common everyday expressions.*

***\*PG – Parental Guidance Suggested - Some material may not be suitable for children.***

*A “PG” rating indicates that parents may consider some material unsuitable for their children, and parents should make that decision.*

***\*PG13 - Parents Strongly Cautioned - Parents are urged to be cautious. Some material may be inappropriate for pre teenagers.***

*\*Taken from the website of the Motion Picture Association of America Ratings*

**I have read and discussed the expectations and responsibilities outlined in the Arbor Park Middle School handbook with my parent/guardian and with my child.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**ARBOR PARK MIDDLE SCHOOL**

Student name: \_\_\_\_\_ Homeroom: \_\_\_\_\_  
(Please print)

**PLEASE SIGN ALL NECESSARY PARTS OF THIS FORM AND RETURN IT TO HOMEROOM TEACHERS BY Friday, September 2, 2016.**

**INTERNET ACCEPTABLE USE POLICY DOCUMENT**

I understand and will abide by the Authorization for Internet Access policy included in this handbook. I understand that the District and or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District, and its Board members, employees, and agents from any claims and damages arising from my use of, or liability to use the Internet.

USER SIGNATURE: \_\_\_\_\_  
(Student Signature – required as the user is a student)

I have read this Authorization for Internet Access policy included in this handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility of supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District Internet.

PARENT/GUARDIAN NAME: \_\_\_\_\_  
(Please print)

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**INTERNET ACCEPTABLE USE POLICY DOCUMENT**

**INSTRUCTION**

Exhibit – Authorization for Internet Access 1

Each teacher must sign this Authorization as a condition for using the District’s Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers, for purposes of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action and or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

- 1 Acceptable Use – Access to the District’s Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
- 2 Privileges – The use of the District’s Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time, his or her decision is final. 2
- 3 Unacceptable use – you are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contract, or transmitting any material in violation of any U.S., or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;

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1 This document is designed for all uses, except student-users who have only supervised access. The benefit of having such student’s sign-off on this document is outweighed by the administrative burden. If all student access is supervised the superintendent may use the provisions in this Authorization as administrative procedures (see 6:235-R). For student whose use will be unsupervised or will only minimally supervised. Accompany this form with 6:235-E1. Letter to Parent(s)/Guardian(s) Regarding Student Use of the Internet.

2 Alternatively, a committee could review the system administrator’s decision.

When there is no “system administrator” use:

The Building Principal/Assistant Principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.

**INTERNET ACCEPTABLE USE POLICY DOCUMENT**

- d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (Email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays non-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and or equipment or line costs.

Students, parent(s), guardian(s), and teachers need only sign this Authorization for Internet Access once while enrolled or employed by the School District.

**ARBOR PARK SCHOOL DISTRICT #145 BOARD OF EDUCATION**

Tina Moslander – President  
Raj Pillai  
Rhonda Ceska  
Mary Vanesse

Maryann Ing - Vice President  
Wendy Lux  
Angeles Bear

**Board of Education meetings are held the fourth Wednesday of every month.**

**DISTRICT ADMINISTRATION**

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

DR. ANDREA SALA  
MR. BRIAN O'KEEFFE  
MRS. GINA DIOGUARDI

Superintendent of Schools  
Assistant Superintendent of Finance  
Director of Special Education

**ARBOR PARK MIDDLE SCHOOL ADMINISTRATION**

17303 South Central Avenue  
Oak Forest, IL 60452

(708) 687-5330 Main Office  
(708) 342-7695 Student Service/Attendance / Office

**MR. RON MURABITO**  
Principal

**MR. DAVE EVANS**  
Assistant Principal

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.

**This handbook and all school board policies related to this handbook can be found online at [www.arbor145.org](http://www.arbor145.org).**

*Please be advised that School District #145 will no longer provide an a 4:15PM late bus for students who stay after school for any reason or attend any after school activities, clubs, teams, study groups, or detention. Transportation to and from all practices, meetings, etc. will be the responsibility of the parent.*

*There will be a bus provided to and from all conference athletic and academic games/events for any student who is participating.*

## **ARRIVAL AND DISMISSAL PROCEDURES**

All students are encouraged to ride the transportation provided by the District for the protection of staff and students. The main office **will not** be used as a holding area for students who arrive early or are not picked up on time.

## **RIGHT TO TRANSPORT**

At times, students board our busses and 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. We would also transport your child in case of evacuation emergencies.

## **VISITATION**

For the protection of our students, it is an administrative practice to have all visitors report to the main school office. Visitors must sign in and wear a visitor's pass at all times 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.

## **EDUCATIONAL PROGRAM**

The school year will consist of three trimesters with each being approximately twelve weeks in length. All students will be scheduled into language arts, social studies, science, reading, and mathematics on a daily basis, throughout the school year. The Unified Arts program will consist of art, computers, and applied math for 5<sup>th</sup> graders; applied technology, art and computer science for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Physical education and health will be also offered as a unified art on a rotating basis.

## **STUDENT LUNCHES:**

In accordance with USDA rules and nutrition guidelines, District 145 serves lunch in our schools every day that school is in session for 5 or more hours. Each student in grades 1 through 8 has a personal MealTime account into which funds may be deposited, either electronically through MealTime Online (link may be found by visiting [www.arbor145.org](http://www.arbor145.org) and clicking on the MealTime icon), or by sending cash, check, or money order made payable to Arbor Park School District 145 in an envelope marked with student's name, grade, teacher, date, and amount enclosed, to the office at your child's school. Funds received by 8:15AM are credited to the student's MealTime account the same day.



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 MealTime account may, upon parent request, be transferred to a younger sibling's account, or refunded.

If a student does not have enough money in their MealTime account to pay for lunch, he/she will be allowed to "charge" lunch to their account for up to 2 days. If funds are not deposited into the student's account after the 2<sup>nd</sup> day, an alternative lunch, consisting of a cheese sandwich and milk, will be provided at no cost for up to 2 additional days. After the 4<sup>th</sup> day (2 charged lunches + 2 alternative lunches), students will be required to bring lunch from home until either the charges are cleared and the account is replenished or they present cash for the price of their meal on the day of purchase. **Please note that all cash presented at the register is credited to the student's account and no change will be given.** Under no circumstances will any student be allowed to charge a la carte items (extra piece of pizza, or 2<sup>nd</sup> lunch, for example) to their MealTime account. This applies to students in all categories; paid, free, and reduced-price. Charges to student accounts will not be allowed after May 15th.

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

The Food Service Department is not required by state or federal law, or by board policy, to provide a meal at no charge to students who do not qualify for free lunch benefits. After the procedures as outlined above have been fulfilled, the food service department is not obligated to provide additional free food if they have in fact notified the school office of the problem, and the parents/guardians have been notified of the consequences to the student.

**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 ultimately will be treated the same as other school debts with regard to field trips, graduation exercises, etc.

## **POWER SCHOOL STUDENT MANAGEMENT SYSTEM**

We use the online student management system called POWER SCHOOL. This allows parents to acquire their child's grades, attendance, assigned daily homework and teacher lesson plans at any time. Parents that have difficulty getting online to view their child's grades are encouraged to contact the school so that we can assist you. Please understand that teacher lesson plans are a "sketch" of the student's day. Interruptions could cause a change in a day's lesson plans or the assigned homework.

## **STUDENT EXPECTATIONS / RESPONSIBILITIES**

It is the student's responsibility to:

- Come to school everyday 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
- Obey all school rules
- Obey all 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
- Dress appropriately to promote a positive learning environment

## **DISCRIMINATION IX**

It is the policy of Arbor Park School District #145 not to discriminate on the basis of 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 Principal, Mr. Ron Murabito, Arbor Park Middle School, (708) 687-5330.

## **STUDENT FEES**

The following fees will be collected during 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	20.00 (\$10 each piece)

In addition there is a "pay to play" fee of \$40 for any student who participates in a conference athletic team.

Students at Arbor Park are given some textbooks to keep at home eliminating the weight of the 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.

**We ask that students have all their supplies with them the first day of school. Some supplies may need to be replenished in January.**

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

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

### **STUDENT IDENTIFICATION**

Students are required to wear their student identification lanyards every day during school. These ID’s are used for purchasing from the hot lunch program, library use and also as identification in the building. Lost or damaged ID’s will need to be replaced at the cost of \$5.00. Students who chose not to cooperate by wearing their ID’s are subject to disciplinary action by the school administration. All student ID’s need to be left in the student’s locker at the end of the school day. Students without an ID will not be allowed a hot lunch but offered an alternative lunch.

### **CLASS SCHEDULE**

**The Arbor Park Middle School day begins at 7:55AM and ends at 2:27PM.**

**Doors to the school will be opened at 7:50AM.**

**On early release days, students are dismissed at 1PM.**

### **CORRIDOR LOCKERS AND GYM LOCKERS**

**Book bags with wheels do not fit into the lockers and therefore are not allowed.** Fees will be assessed for any interior locker damage. ie. Stickers, gum, glue, or anything that damages the interior/exterior of the locker, etc. Students who are caught picking the metal numbers off their lockers are also subject to a fine.

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”. 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.

Lockers are the property of Arbor Park School District #145. The District and Building Administration has the right to open and search such 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. The school is also not responsible for things put in an unlocked locker.

Physical education locks are the property of Arbor Park Middle School. Lost or damaged locks will need to be replaced at the cost of \$5.00. 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.** Damage to these lockers/locker room or adjacent washroom will result in an additional cost to the student and parent/guardian for the damages as assessed.

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

### **TELEPHONES / CELL PHONES / ELECTRONIC DEVICES**

Critical 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. Messages will not be taken in the office and passed on to students during the school day. Please make all arrangements prior to your child coming into school. Phones in the Main office will be for **emergency use only. The main office closes at 4PM each day.**

Student cell phones should be off when a student is riding the school bus and when on school property. **Cell phones are to be kept in the student's corridor locker** and not carried around with the student. Cell phones need to remain off and in a locker during school hours from 7:50AM – 2:27PM. 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 will result in 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 the faculty and/or staff. **Disciplinary action will be taken for non-compliance with this rule.** Electronic devices taken away by a staff member or bus driver will be held in the main office for one week unless a parent chooses to come in to the main office and pick it up. We discourage parents from coming in and rescuing 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.

### **LOST AND FOUND**

Lost and found articles are located in the cafetorium and the grade level hallways. These items will be held 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.

### **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 in to the dance after that time unless previous arrangements have been made with the administration. **Only Arbor Park students are allowed at the school events.** **Students who open doors to allow other students to enter the building will be disciplined.** **Parents must enter the building to pick up their child(ren) after all school functions.**

## **HEALTH AND SAFETY**

Written permission needs to be given by a parent or guardian of the pupil in order 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. Student's 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. A medication form 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.

The medication container label must have the child's name, physician's name, name of the medication, dosage, and time interval on it. 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.

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 deal with these students 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, which the excuse is to cover.

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, this includes the completion of all immunizations and the HEP B series.

## **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.

**Beginning January, 2012, any child entering 6<sup>th</sup> grade shall show proof of receiving one dose of Tdap (tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTap, DT or Td dose.**

Students in grade 6 without one of the following will be subject to exclusion.

1. Proof of Tdap vaccination
2. An approved medical or religious exemption on file with school.
3. 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 at 708-342-7704.

## **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 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 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.

**SCHOOL MEDICATION GUIDELINES:**

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 Ritalin, 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. A **School Medication Authorization Form** 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.
- There is zero tolerance for student's 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. A medication authorization form must be completed by parent and physician.
- 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 school nurse if you have any questions.

### **Physical Examinations and Immunizations:**

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. All 6<sup>th</sup> grade students are required to present proof of examination by a dentist prior to May 15<sup>th</sup> of the school year. The examination must have been completed within 18 months of the May 15<sup>th</sup> deadline. Examination must be performed by a licensed dentist and he/she shall sign the proof of examination form. The forms are available from the school nurse. Please return completed dental forms to school as soon as possible.

### **PERSONAL HABIT REMINDER**

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

### **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.



## **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 test 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.

## **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.

## **LIBRARY**

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 stamped due date in order to avoid fines. If an item is lost or damaged beyond use, the student will be responsible for the original cost of the item.

Students are allowed to check out two items, but are not allowed to check out materials if an item in their possession is overdue. A book or magazine 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.

## **SCOOTERS/SKATEBOARDS/ROLLER BLADES**

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.

## **INTERNET**

All students are required to sign the acceptable use agreement before being allowed Internet access. The Acceptable Use Agreement form is located in the front of the handbook and needs to be signed by the student and the parent or guardian, and returned promptly.

Any misuse or violation of the acceptable use agreement will 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.

## **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:

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

### **Forms of Bullying (but not limited to the following list):**

Physical Aggression	Racial and Cultural Harassment
Social Aggression	Sexual Violence
Verbal Aggression	Stalking
Written Aggression	Public Humiliation or Set Up of Public Humiliation
Cyber bullying	Intimidation
Sexual Harassment	Retaliation for asserting or alleging bullying

**Consequence: Any student found to be guilty of bullying 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.**

## **CYBER BULLYING**

Parents need to 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, appropriate disciplinary action will be taken, along with the removal of Internet use for the remainder of the school year. The District reserves the right to ask a student for a social network password.

## **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 need to be walked on all school property. Arbor Park Middle School is not responsible for stolen or damaged bikes. All bicycle riders should obey the following rules:

- 1 A bicycle rider must observe the stop sign at the sidewalk line before entering the street.
- 2 A bicycle is not to be ridden on the sidewalk, parking lot, or school playground areas.
- 3 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 the all traffic signs.

## **ATHLETICS**

Arbor Park Middle School is a member of the South Suburban Junior High School Conference (SSJHSC), which includes 10 other schools. Activities sponsored by the conference include: **Basketball, volleyball, track and field, and cheerleading** for both boys and girls.

Transportation will still 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 before students will be issued a uniform or participate in the sport; 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 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 it becomes a problem, the student will be removed from the sport for the remainder of the school year.

All students must have a physical on file dated July 1<sup>st</sup> of the upcoming school year to participate in tryouts and all conference sports. Blank sports physical forms are available online on our website. **Please send all medical information to school in a sealed envelope and addressed to your school nurse.**

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 in order 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, in the back of this planner, you will find the location and phone number of all schools in the South Suburban Junior High School Conference.

### **Hydration Suggestions for Athletes**

Drink 16 oz. Gatorade followed by 2 -16 oz. bottles of water. Please dispose of all bottles after each sporting event.

Athletes are reminded not to share water bottles or drinking bottles of any kind.

**All student participants must be in attendance the entire school day in order 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.**

### **Concussion Policy**

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*.

These specifically require that:

1. 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.
2. 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.
3. 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 is allowed to participate in a practice or interscholastic competition. Please refer to School Board Policy 7:305 at [www.arbor145.org](http://www.arbor145.org).

The coach will notify the parent/guardian of a student who has a head injury or exhibits symptoms consistent with that of a concussion.

### **RULES FOR ATHLETIC EVENTS**

- A. 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 5:30 PM; the first game should end by 4:30 PM. Students **will not** have the opportunity to use the office phones after games, as the offices are closed.
- B. A student should not stamp his/her feet on the bleachers, as such could pose a safety problem.
- C. Students may not leave the building, if they are staying for a game.
- D. Students who have received a detention cannot participate or attend any athletic event for the day of the disciplinary action.
- E. Cell phone usage for rides home may only be used with permission from the supervisors on duty for the game.

- F. Student participants and student spectators must be picked up within 15 minutes of their extra curricular 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.

## **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 chairman of the SSJHSC.

The following are suggested as marks of good sportsmanship:

1. Each individual 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.

## **EXTRACURRICULAR ELIGIBILITY REQUIREMENTS**

To be eligible for extracurricular activities such as 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. 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, academic achievement, attitude, behavior, and adherence to school rules are a must. The assistant principal will declare those who disregard these expectancies and display a need for disciplinary action ineligible. Reinstatement into the program will be at the discretion of the assistant principal/principal.

## **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/bars that may be fastened to the letter.

## **ATTENDANCE**

Students are responsible to see the teacher if they are absent for any missed work.

**Projects assigned in advance are due on the due date regardless of a student's absence.**

1. Students are to be punctual and regular in attendance. **Students may enter the building at 7:50 AM. First period begins promptly at 7:55 AM.** Students who are regularly late to school will be disciplined, as this is an interruption to every child's educational right. **Success in school depends on regular attendance and punctuality.**
2. Medical documentation will be required to excuse extended absences of more than three consecutive days and when more than five days per trimester are missed.
3. Parental notification will be made by letter at 6 days of absence. On the 12<sup>th</sup> day of absence, in accordance with all Oak Forest ordinances, Oak Forest Police will be called in to issue a ticket. In order to enforce compulsory attendance laws and student welfare, truancy cannot be overlooked. In extreme cases of chronic truancy, charges will be filed with the Cook County Truancy Office, which may initiate legal proceedings to enforce attendance laws.
4. Upon a student's fifth tardy to school, the student will be assigned a two-hour Friday detention with an administrator.
5. Upon receipt of the 10<sup>th</sup> tardy/absence per quarter, students will be prohibited from field trips, athletic events, and extra curricular activities including band, concerts, dances, student activities, clubs, and spectators at sporting events for the remainder of the trimester.
6. Notice of a student's absence should be given to the Student Service Office (708) 342-7695 before 8:30 AM, the morning he/she will be absent from school. **This phone line is available with voice mail, 24 hours per day.** An explanatory excuse for absence or tardiness signed by a parent/guardian is due when this phone notice is not given.
7. According to the Illinois School Code, just because a parent calls a child in sick to school, an administrator may deem the absence "unexcused".
8. A student who misses classes for various 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.
9. 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 through the main office. Students will not be called down to the main office until the parent arrives in the building.

10. If a student arrives at the building after the 7:55AM bell, he/she should report directly to the main office for a pass to class. Tardiness requires phone call from a parent/guardian.
11. Students must be in attendance during the school day to participate in after school/ evening activities or functions. **A minimum of four periods constitutes a full day of attendance.**
12. A lapse in school attendance for ten or more school days will subject the student to ineligibility to attend all school functions for a trimester.
13. Absences the last week of the school trimester may warrant the student not have the full time allotted to make up absent work before the close of the trimester. Every attempt should be made by the student/parent to look up daily work on Power School and turn the work in before the close of the trimester.
14. Student absence work will be collected in the main office after the third day of absence.

### **VACATIONS AND EXTENDED VACATIONS**

**Vacations and extended vacations during the school year are strongly discouraged.** Multiple days off, are disruptions to a child's learning continuum and may lead to failure for the trimester in question. Work cannot be prepared ahead of time for students on vacations. It is the parent's responsibility to have the Power School lessons plans and homework run off for their student. This can be done from your home computer or at the Acorn library. Please notify our Student Service Office at 708-342-7695 of the dates of your child's absence. It is the responsibility of the *student* to see the teacher if they are absent, for any missed work while they are out on a vacation or extended vacation. **Work will only be given after the vacation.** Please note that the end of a trimester may dictate work not being accepted for credit.

### **GRADING POLICY**

Homework is the responsibility of the student. Teachers will not ask the student for their work. Parents may look up lesson plans and assignments on Power School.

#### **For Homework:**

The following grading policy is in effect for homework assignments according to the grade level:

Grade 5 & 6: Work will be accepted on the 2<sup>nd</sup> day after it is due for 50% credit.

Grade 7 & 8: No late work is accepted.

#### **For Projects, Extended Assignments and Essays:**

The following grading policy is in effect for projects, extended assignments, and essays:

Grade 5 & 6: Work will be accepted on the 2<sup>nd</sup> day after it is due for 50% credit.

Grade 7 & 8: No late projects, extended assignments, or essays will be accepted.

Students who are absent on the due date of an extended assignment are required to turn it in on the next day of their attendance.

## **TARDY POLICY**

Students “Tardy to School” must be reported by a parent to the office by a phone call or note. Parents who call the office do not automatically dismiss the tardy as unexcused. Tardy students will not be admitted to class without a pass from the main office. A 2-hour Friday detention will be issued upon the fifth tardy to school. After the second Friday detention for tardies, a student will be issued an in school suspension.

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 grade book, and upon the 3<sup>rd</sup> unexcused tardy, a regular detention will be issued by the classroom teacher. Students are required to be on time for each class. Tardiness is defined as a student not being in his/her assigned classroom at the conclusion of the second bell. 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 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.

## **STUDENT WITHDRAWAL FROM SCHOOL**

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 will collect all books and materials of students leaving their classrooms.

## **STUDENT BEHAVIOR**

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 in the responsibility of monitoring student behavior as well as enforcing school regulations in the classroom, washroom, and hallways.

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



## **STUDENT CONDUCT AND DISCIPLINE PROCEDURES**

### **Administrative Referral**

In the event that a student becomes disruptive or violates established rules, an administrative referral will be made by the teacher and given to the assistant principal. The Assistant Principal will determine the disciplinary action from there.

### **Detentions**

Students are required to serve detentions on Tuesday through Thursday, in a designated 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. Students will complete an intervention form in detention.

**The Administrative offices are not open for student to make arrangements 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.

#### **Behaviors:**

1. Refusal to follow directions
2. Hand holding or other displays of affection
3. Disrespect to students or staff
4. Inappropriate behavior which causes a disruption
5. Talking before, during or after a quiz/test
6. Failure to return school issued notices, letters, or forms
7. Three tardies to class
8. Gum chewing or candy
9. Inappropriate language and or use of obscenities
10. Destruction of classroom equipment or supplies
11. Gross insubordination or disrespect
12. A referral for inappropriate dress/appearance, which is disruptive to the learning environment - for example: wearing a hood.
13. Throwing of any object that endangers life or property
14. Eating or drinking outside of the cafetorium
15. Laser pens/pointers - will be confiscated and disposed of
16. Cheating on homework or class assignment
17. Bus Misconduct

All detentions must be served on the date that they are scheduled, unless an administrator has spoken with a parent.

### **Friday Detention**

Transportation will be the responsibility of the parent. A Friday detention is assigned at the discretion of the Principal/Assistant Principal. Students who skip a Friday detention will have an in school suspension on the following school day.

### **In-School Suspension**

Students exhibiting the following behaviors, will receive an in-school suspension. The students may not return to class until his/her time has been served. 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**

1. Provoking confrontation or an altercation
2. Forgery of a parent signature on any school document
3. Repeated refusal to follow school rules
4. Camera and or video use without permission from the faculty/staff
5. Cheating on a test, quiz, AR test, and or any major class project
6. Misuse of internet
7. Cutting class
8. Bus misconduct
9. Truancy
10. Lunchroom theft
11. Exhibiting dangerous behaviors
12. Any other infraction at the discretion of an administrator
13. Students who leave the school campus grounds

### **Suspension/Expulsion**

Students suspended from school or returning from an alternate school setting will be given an re-engagement 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 to obtain all work that has been missed during the suspension from the Power School site. 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 on line at [www.arbor145.org](http://www.arbor145.org).**

## **STUDENT CONDUCT AND EXPECTATIONS**

### **Hallway:**

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. Keep to the right at all times 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.

### **Washroom:**

Washrooms are located throughout the building for your convenience. It is your 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 suspension and payment of repairs

by your parent/guardian. Be a responsible Arbor Park student and report any problems to the office immediately. Passing periods are the appropriate time to make use of the washroom facilities.

**Classroom:**

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.

**Bus:**

Bus or bus stop misbehavior can be disciplined by the Arbor Park administration or the Oak Forest Police Department. Bus misconduct will be reported to the parent by phone and US Mail. The punishment 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 Behaviors:**

1. Gross disobedience or misconduct on the bus or at the bus stop
2. Prohibited student conduct as defined in the student discipline policy
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.

Bus changes must be in writing from both party's parents. Only one extra rider per bus, per day. Video cameras are used on school busses in order to monitor conduct and maintain a safe environment for students and employees.

**Cafetorium:**

All students are expected to follow the rules and regulations of the cafetorium. All lunchroom theft will be addressed with disciplinary action.

**Parents are strongly encouraged NOT to bring in any outside fast food items for their children. Food celebrations are prohibited in accordance with the National Food Lunch Program and for overall student safety. Therefore, cupcakes, pizza, etc. - any food brought in from an outside source for a group will not be allowed.**

1. Consume all food and drink in the cafetorium
2. Eight students per table
3. No line jumping
4. Stay seated until dismissed
5. Observe acceptable table manners
6. Talk without yelling and talk only to others at the same table
7. Keep table clean and dispose of all garbage when dismissed
8. Raise hand to ask for help
9. Walk at all times
10. Do not leave school grounds for any reason during the lunch period

11. Leave other people's food alone
12. Don't handle food from the food service area, unless you intend to purchase it
13. When the adult supervisor talks, everybody listens
14. Be courteous to the lunch ladies
15. It may become necessary for the administration to assign student seats.
16. Washroom use is restricted to the cafetorium washrooms before, during or after the lunch periods.

**Students disruptive or not following the above rules in the cafetorium are subject to disciplinary action.**

### **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. Upon the third dress code infraction a detention will be assigned.

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:

1. Dress shall be clean for the protection of health and comfort of all individuals.
2. Footwear that protects the foot, and safeguards health of others, must be worn.
3. We ask that students not wear flip flops as they are extremely dangerous and not considered protective footwear.
4. Dress and personal grooming shall not be extreme or of immodest fit or style to the extent it interferes with the educational process.
5. This includes any clothing worn in a torn or ripped fashion as to exposing too much skin.
6. Pants must be worn at waist level with appropriate fit. Belts are necessary for those who wear a "baggy fit" pant.
7. Shorts and skirts (slits in skirts) must be of appropriate length. This will be determined by an administrator.
8. 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.
9. Clothing that is translucent is not permitted.
10. No flannel pants or pajama wear is allowed at school.
11. Hats, hoods and/or gloves should not be worn in class.
12. Items, which may pose a potential danger, are prohibited. Examples are: chains in any form, chain belts, studded belts or unusually large chain/studded necklaces or bracelets.
13. No garments depicting alcoholic beverages, tobacco products, or other drugs shall be worn at school.
14. No garments with messages or symbols that include inappropriate language, sexual actions, or promote gang activity may be worn at school.
15. Facial and body piercing is prohibited for the safety of all students. Boys may not wear facial makeup during school hours, or while attending school events.
16. Backless or strapless tops/dresses/evening wear is never allowed at school dances.
17. All outerwear is to be kept in the student's locker. Outerwear is not allowed to be worn during class or in the hallways.

18. Hats should be removed immediately upon entering the building and should not be put on until exiting through the doors upon leaving the building.
19. No headwear for males or females is allowed in school. This includes all hoods.
20. Aerosol products, perfumes, and scented lotions are prohibited due to respiratory allergies.
21. Large shoulder/canvas bags/purses will not be allowed.

## **STUDENT 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.

### **Student Discipline**

Prohibited Student Conduct:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, this includes vape and e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. 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.
3. 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.
4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
5. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
6. Any threat by a student to a staff member’s person or property.
7. Any threat by a student to 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 to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### **Disciplinary Measures**

Disciplinary measures include:

1. Personal counseling
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), alcohol, weapons or look-alikes.
8. Removal from classroom.
9. Detention or Friday detentions provided the student's parent/guardian has been notified. The student must be supervised by the building principal, the assistant principal or a certified staff member.
10. A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.
11. 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.

### **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, shall be suspended up to 10 days and/or expelled for a definite time period of at least one calendar year, but no more than 2 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.

## **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 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.

## **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.
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.

### **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. 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).

### **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.

### **SEXUAL HARRASSMENT**

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, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment;
  - 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.

### **ACADEMIC HONESTY POLICY**

Academic honesty is promoted here at Arbor Park Middle School. Students are expected to complete their own original work. Therefore, credit will only be assigned to those students who submit their own original work. Academic dishonesty is defined as, but not limited to, the following:

- Plagiarism – using another person’s ideas, expressions, or writings as one’s own without giving them 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:

- The loss of credit for the assignment, test, quiz or project.
- A phone call to the parent.
- The notification of and consequence assigned by administration.

### **FIELD TRIP GUIDELINES**

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 negative behavior, attitude or poor academic performance. 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 requirements to attend the Springfield trip in October, Dave n Busters trip in February and graduation activities in May. Student expectations will be presented at a grade level assembly prior to each event.**

## **PROMOTION REQUIREMENTS**

Every quarter a grade average is computed for each student by dividing the total of points earned that quarter by the number of course units that each student takes.

The grade point average is the basis for honor roll selection, candidacy for promotion or retention and extracurricular eligibility.

Grade point honor roll requirements are as follows:

High Honors: 3.75 – 4.30

Honors: 3.50 – 3.75

Any student earning less than a 1.25 cumulative grade point average or who has failed 3 of the core subjects (core subject areas include: math, reading, language arts, science and social studies) 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.

## ACADEMIC STRUCTURE

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

### GRADE SCALE

A+	4.3	100% +
A	4.0	91 – 99%
A-	3.7	90 %
	3.5	
B+	3.3	89%
B	3.0	81 – 88%
B-	2.7	80%
	2.5	
C+	2.3	79%
C	2.0	71 - 78%
C-	1.7	70%
	1.5	
D+	1.3	69%
D	1.0	61 - 68%
D-	.7	60%
	.5	
F	.0	59%

**“F”** Indicates failure to meet requirements.

**+ / -** indicates the closeness of a student to the next letter grade.

**Grades have numerical point values, which determine a student’s grade point average.**

**Core subject areas include: math, reading, language arts, science and social studies.**

### **Graduation Requirements:**

Eighth graders are required to have a 1.25 cumulative grade point in core subject areas and no “F” in any other subject area in order to receive a diploma, cross the stage at graduation, and participate in all graduation activities.

## SOUTH SUBURBAN JUNIOR HIGH SCHOOL CONFERENCE SCHOOL DIRECTORY

### School Information

### Approximate Directions

Prairie Junior High "Hawks"  
School District #126  
11910 S. Kostner  
Alsip 708-371-3080

Southwest corner of 119th & Kostner  
West of Pulaski Ave. at 119th Street

Finley Junior High "Vikings"  
School District #127.5  
10835 S. Lombard Ave.  
Chicago Ridge 708-636-2005

108th & Ridgeland - South on Ridgeland  
Right on 108th Street

Wilkins Junior High "Vikings"  
Indian Springs District #109  
80th Street and 82nd Avenue  
Justice 708-496-8708

1 block South of 79th Street  
1 block West of Roberts Road  
Enter from 80th and Roberts Road

Hille Middle School "Huskies"  
Forest Ridge District #142  
5800 West 151st Street  
Oak Forest 708-687-5550

Northwest Corner of 151st Street  
and Laramie (stop sign)

Worth Junior High "Rams"  
School District #127  
11151 S. New England Ave.  
Worth 708-448-2803

1 block West of Oak Park  
1 block South of 111th Street  
Enter from 111th Street

Hamlin Heights Upper Grade Center "Hawks"  
School District #125  
12150 S. Hamlin Ave.  
Alsip 708-597-1550

122nd Street - East of Pulaski

Central Park School "Bulldogs"  
School District #143  
3621 W. 151st Street  
Midlothian 708-385-0045

151st Street East of Pulaski

Kolmar School "Mustangs"  
School District #143  
4500 W. 143rd Street  
Midlothian 708-385-6747

143rd Street East of Cicero

Independence Junior High "Patriots"  
School District #128  
6610 W. Highland Drive  
Palos Heights  
708-448-0737

127th Street West of Ridgeland  
Behind the Palos Heights  
Recreation Center  
Enter from 127th Street - side  
drive on East side of Rec.Center