

SPRING VALLEY C.C.S.D. #99 2009 - 2010 HANDBOOK RECEIPT

Please sign, tear out, and return this page to your child's homeroom teacher in order to record for school files. Returning this form signed states that the parent has received a copy of the Spring Valley District #99 Student Handbook for the current school year. Recipients of the Student Handbook are responsible for being aware of, understanding, and complying with all of the contents of the handbook.

Parents have had the opportunity to have clarified any information therein.

The signature below signifies:

1. Students involved in extracurricular activities, and their parents, have read the Co-curricular Code of Conduct contained in this handbook.
2. Students and parents have read the Acceptable use Policy. The student understands and will abide by the Spring Valley Elementary School District Acceptable Use Policy. Any violation is unethical and may constitute a criminal offense. Committing a violation may cause access privileges to be revoked, and further disciplinary actions may occur. Students will not be permitted access until receipt is turned in.
3. Gives permission to your child to attend all field trips for the current year. If there is any reason your child may not attend a specific trip, please notify the teacher in writing at least two days prior to the field trip. Parents will be notified of field trips at least one week in advance. Students will not be permitted to attend if receipt is not turned in.

The signature below will acknowledge the receipt of this handbook. This handbook does not equate to an irrevocable contractual commitment to the student, but reflects the current status of the rules and policies. We further acknowledge that upon written or verbal request, the administration will make itself available to clarify or otherwise discuss the handbook.

Parent/Guardian Signature Date

Parent(s) Email Address

Student Signature Date

PLEASE TEAR OUT AND RETURN TO HOMEROOM TEACHER ON OR BEFORE THE FRIDAY OF THE 1ST WEEK OF SCHOOL.

P.T.O. MEMBERSHIP \$5.00 PER FAMILY

Please fill out the following and return it, along with membership dues to school with your child. (Make checks payable to: "**Spring Valley Elementary P.T.O.**")

Parent's/Guardian's Name(s):

Address:

Telephone number where you can be contacted:

Names of Students and grade levels:

SPRING VALLEY COMMUNITY CONSOLIDATED DISTRICT #99



HOME OF THE WILDCATS

BOARD OF EDUCATION:

Raymond Nolasco, President; Melanie Malooley-Thompson, Vice President; Jack Kusek, Secretary; James Faletti; Greg Case; Trisha Bogatitus; James Scarpaci

The Board of Education meetings are as follows:

July 17, 2009 October 14, 2009 January 20, 2010 April 14, 2010
August 19, 2009 November 18, 2009 February 17, 2010 May 19, 2010
September 16, 2009 December 16, 2009 March 17, 2010 June 16, 2010

Meetings are held at John F. Kennedy School beginning at 7:00 P.M.

ADMINISTRATIVE STAFF

Superintendent of Schools: James M. Hermes Superintendent's Secretary: Cindy Vallero District Bookkeeper: Kathy Sienza
John F. Kennedy School Principal: Gina Herrmann Kennedy Secretary: Mary Beth Miklavcic
Lincoln School Principal: Kimberly Lisanby-Barber Lincoln Secretary: Bobbi VanSchaick

DISTRICT OFFICES AND SCHOOLS

Superintendent's Office - 800 N. Richards St. - 664-4242 Superintendent's Fax - 664-2205
Kennedy - 800 N. Richards St. - 664-4601 Homework Hotline - 663-8706/-0325 Kennedy Workroom - 664-5551 Kennedy Fax - 664-4213
Lincoln School - 501 E. Erie St. - 663-5631 Lincoln Workroom - 664-5441 Lincoln Fax - 663-0086

VISIT US ON THE WEB AT WWW.SV99.ORG

DISTRICT VISION STATEMENT

BUILDING A BRIGHT FUTURE

DISTRICT GOALS

- 1. Provide high quality curriculum and programs for all students.
2. Maintain a high quality teaching, administrative, and support staff.
3. Engage the community more actively in the schools.
4. Manage financial resources to support the mission of the district.

THIS AGENDA BELONGS TO:

NAME ADDRESS
CITY/TOWN ZIP CODE PHONE
SCHOOL

JOHN F. KENNEDY SCHOOL STAFF

2ND GRADE: Tricia Burkart 2-1, Debra Arbet 2-2, Kim Ajster 2-3, Anne Swingel 2-4 **Band:** Amber Backus **Title I:** Ryan Crawley
3RD GRADE: Rachel Gross 3-1, Sally Jacobson 3-2, Laura Patyk 3-3, Anna Coutts 3-4
4TH GRADE: Allison Booth 4-1, 4-2, John Mestemaker 4-3 **Librarian:** Patricia Sment **Library Aide:** Pat Watson
5TH GRADE: Julie McDonald 5-1, Ivy Samolinski 5-2, Paula Toraason 5-3 **Physical Education:** Randy Pytel 6TH-8TH, Kellie Brandt 2nd-8TH
6TH GRADE: Melissa Shimizu 6-1, Scott Sebastian 6-2, Mark Abbott 6-3
7TH GRADE: Cindy Hopps 7-1, Amanda Householder 7-2, Adam Oldaker 7-3 **Cooks:** Carol Flaherty(Head), Erica Ott, Christine Kleinau
8TH GRADE: Shannon Leininger 8-1, Bruce Gualandri 8-2, Jane Stoner 8-3
SPECIAL EDUCATION: Eric Mercer 2ND-3RD, Mary Larsen 4TH -5TH, Mary Mauck 7TH -8TH, Jessica DeMay 4-8 Life Skills,
Carol Visocky Resource, Tricia Musselman 6th /Resource
Classroom Aides: Martha Jacobs, Judy Sipovic, Sandy Zeglis, Bob Washo, Mary Lipka, Michelle Villarreal, Renee Ziebell, Karry Kurtz,
Daniel Kleinau **Custodians:** Joe Magana, Mark Haywood, Gene Keef, John Marshall

LINCOLN SCHOOL

Pre-School: Penny Redshaw, Staci Martin, Esmeralda Harris (Pre-k Parent Coordinator) **Title I:** Sandy Lambert
Kindergarten: Christie Novak K-1, Jodi Pattermann K-2, Caroline Twidell K-3, Christy Perra K-4
1ST GRADE: Mary Heuser 1-1, David Lawrence 1-2, Wendy Woulfe 1-3, Amanda Dynes 1-4
Special Education: Candi Kingery **Library Clerk:** Susan Kusek **Classroom Aides:** Kim Shilkuski, Sharon Colmone, Lori Dotson, Sue Sobin **Cooks:**
Sharon McFadden (Food Service Director), Mary Kosciwicz **Custodians:** Ed Nestler, Elaine Templeton, James Balzarine

DISTRICT STAFF

Counselor: Jean Larson **Nurse:** Mary Drumheller **Speech Pathologist:** **Music/Chorus:** Kathy Sarver-Eldridge
T.B.E./T.P.I.: Linda Mavis, Veva Ruiz (Aide) **Physical Education:** Barbara Stank K-5TH **Technology Specialist:** Luke Tomsha

LINCOLN SCHOOL

K THROUGH 1ST SCHEDULE

8:10 - First Bell
8:20 - Last Bell-School Begins
11:20-11:50 - Recess
11:50-12:20 - Lunch
1:45-2:00 - Recess
3:00 - Dismissal

KENNEDY SCHOOL

2ND THROUGH 5TH SCHEDULE

8:15 - First Bell
8:25 - Bell-School Begins
11:40-12:40(2nd& 3rd) - Recess/Lunch
12:05-1:05(4th& 5th) - Recess/Lunch
3:10 - Dismissal

6TH, 7TH, & 8TH SCHEDULE

8:15 - First Bell 10:55-11:43 - Period 4
8:25 - School Begins 11:45-12:15 - Period 5 Lunch
8:25-9:13 - Period 1 12:15-12:45 - Period 6
9:15-10:03 - Period 2 12:47-1:36 - Period 7
10:05-10:53 - Period 3 1:38-2:28 - Period 8
2:30-3:15 - Period 9

EARLY DISMISSAL DATES

1:50 Lincoln 2:00 JFK

Aug. 25 - Sept. 4 - Staff Development
Oct. 7 - Staff Development
Oct. 29 & Nov. 12 - Reading Night
Nov. 25 - Thanksgiving
Dec. 2 & Jan. 6 - Staff Development
Dec. 18 - Winter Break
Feb. 3 - Staff Development
Mar. 26 - Spring Break
May 21 - Graduation
June 1 - Staff Development

11:20 Lincoln 11:30 JFK

Aug. 24 - 1st day of student attendance
Nov. 5 - Parent-Teacher Conferences
Feb. 12 - School Improvement Day
May 7 - School Improvement Day

IMPORTANT CALENDAR DATES 2 0 0 9 - 2 0 1 0

August 5 (W) - District Registration at JFK, (7-1) & (4-7) P.M.
August 18 (TU) - K Parent Orientation 10-11 or 4:30-5:30
August 18 (TU) - Hall Math 1st Day
August 20 (TH) - Teacher Institute - NO SCHOOL
August 21 (F) - Teacher Institute - NO SCHOOL
August 24 (M) - First Day of Attendance 11:30 Dismissal
August 24 (M) - Preschool Screening 8:30-2:00 at Lincoln
August 26 (W) - Lincoln Picture Day
August 27 (TH) - J.F.K. 2nd - 5th Picture Day
August 28 (F) - J.F.K. 6th - 8th Picture Day
Sept. 1 (TU) - Lincoln Parent Orientation 6:30-7:30
Sept. 3 (TH) - J.F.K. Parent Orientation 6:30-7:30
Sept. 7 (M) - Labor Day - NO SCHOOL
October 9 (F) - Teacher Institute - NO SCHOOL
October 12 (M) - Columbus Day - NO SCHOOL
October 29 (TH) - J.F.K. Reading Night
October 30 (F) - End First Nine Weeks
Nov. 5 (TH) - Parent/Teacher Conference/Report Cards
Nov. 6 (F) - Parent/Teacher Conference/Report Cards
Nov. 11 (W) - Veteran's Day - NO SCHOOL
Nov. 12 (TH) - Lincoln Reading Night
Nov. 20 (F) - 4th and 5th Grade Musical
Nov. 26 (TH) - Thanksgiving Day - NO SCHOOL
Nov. 27 (F) - Thanksgiving Vacation - NO SCHOOL
Dec. 17 (TH) - Winter Band & Chorus Concert 7:00 at JFK
Dec. 17 (TH) - Lincoln Winter Concert 9:30 A.M.

Dec. 18 (F) - Kennedy Winter Concert 9:00 & 10:30 A.M.
Dec. 21 (M) - Winter Break Begins
January 4 (M) - School Resumes
January 15 (F) - End 2nd 9 Weeks /Teacher Inst- NO SCHOOL
January 18 (M) - Martin Luther King's Birthday - NO SCHOOL
January 22 (F) - Report Cards
February 11 - 2010-2011 Kindergarten Registration
February 12 (F) - School Improvement - ½ Day Attendance
February 15 (M) - President's Day - NO SCHOOL
February 19 (F) - Science Fair
February 26 (F) - 6th - 8th Musical
March 1 (M) - Casimir Pulaski Day - NO SCHOOL
March (1-12) - ISAT Testing at J.F.K. (Grades 3-8)
March 13 (SA) - IGSM Chorus & Band Solo/Ensemble
March 19 (F) - End 3rd 9 Weeks
March 26 (F) - Report Cards
March 29 (M) - Spring Break Begins
April 6 (TU) - School Resumes
April 23-24 - Band-o-Rama at J.F.K.
May 6 (TH) - Spring Band & Chorus Concert 7:00 at JFK
May 7 (F) - School Improvement - ½ Day Attendance
May 21 (F) - Graduation 1:50/2:00 Dismissal
May 31 (M) - Memorial Day - NO SCHOOL
June 2 (W) - Last Day of Attendance, Report Cards

2009 - 2010 School Calendar

AUGUST

Mon	Tue	Wed	Thu	Fri
			20TI	21TI
24FD	25A	26A	27A	28A
31A				

SEPTEMBER

Mon	Tue	Wed	Thu	Fri
	1A	2A	3A	4A
7X	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7A	8	9TI
12X	13	14	15	16
19	20	21	22	23
26	27	28	29A	30

NOVEMBER

Mon	Tue	Wed	Thu	Fri
2	3	4	5HP	6FP
9	10	11X	12A	13
16	17	18	19	20
23	24	25A	26X	27X
30				

DECEMBER

Mon	Tue	Wed	Thu	Fri
	1	2A	3	4
7	8	9	10	11
14	15	16	17	18A
21X	22X	23X	24X	25X
28X	29X	30X	31X	

JANUARY

Mon	Tue	Wed	Thu	Fri
				1X
4	5	6A	7	8
11	12	13	14	15TI
18X	19	20	21	22
25	26	27	28	29

FEBRUARY

Mon	Tue	Wed	Thu	Fri
1	2	3A	4	5
8	9	10	11	12SI
15X	16	17	18	19
22	23	24	25	26

MARCH

Mon	Tue	Wed	Thu	Fri
1X	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26A
29X	30X	31X		

APRIL

Mon	Tue	Wed	Thu	Fri
			1X	2X
5X	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7SI
10	11	12	13	14
17	18	19	20	21G
24	25	26	27	28
31X				

JUNE

Mon	Tue	Wed	Thu	Fri
	1A	2LD	3E	4E
7E	8E	9E		

Calendar Legend

- X** Holiday/no attendance **A/G** 2:00 Dismissal
- TI** Teacher Institute Day/No Attendance **E** Emergency Day
- FD** First Day Students (11:30 Dismissal)
- LD** Last Day Students (9:00 Dismissal)
- SI** School Improvement Day (11:30 Dismissal)
- HP** Half Day/Parent-Teacher Conference Day (11:30 Dismissal)
- FP** Full Parent-Teacher Conference Day/No Attendance

J.F.K. FIGHT SONG

Cheer, Cheer for the Wildcat team
 They are out there shining with glee
 We will win this game tonight
 'cause all of our players do all right
 They never stagger, they never fall
 Our wildcats out there will fight for the ball
 So let's give them one big cheer
 And cheer them along the way
 Ta-he
 Ta-Ha
 Ta-rah-rah-rah
 Spring Valley Wildcats
 Rah! Rah! Rah!

STUDENT FEES

Book Fee: \$80.00/year **Year Book Fee:** \$15.00 **Lunch Card/Bus Card/Lock Replacement Fee*:** \$5.00
Athletic Participation Fee: (NON-REFUNDABLE) - \$75.00 **Organizational Participation Fee:** (NON-REFUNDABLE) - \$25.00
(\$100.00 Maximum Participation Fee per Student)

Bus Pass: Hazard Area - Free Students Living over 1.5 miles - Free Living within 1.5 miles - \$35.00/Semester* One use ride ticket - \$.50
(FREE/REDUCED BUS WAIVERS ARE NOT AVAILABLE.)

*If a parent feels a serious safety hazard exists and the residence is within 1.5 miles from the school, an application for Parent/Guardian State Pupil Transportation Reimbursement Claims may be filed at the Regional Superintendent's Office by February 1. Call the school office for more information at 664-4242.

Breakfast: Adult - \$1.10 per serving Student - \$.85 per serving Qualifying Student Reduced - \$.30 per serving

Lunch: Adult - \$2.10 Student K-8 - \$1.85 Extra - \$.60 per extra, student must have a balance to order extra Qualifying Student Reduced \$.40 per serving **Milk:** \$.30

* Lunch/Bus Card: Student picture, name and barcode must be visible. Cards may not be bent, folded or cut in any manner. If card is damaged a \$5 replacement fee is required.

* Free or reduced priced meals and loan of textbooks free of charge are available to those students whose parents are unable to pay the fees. Applications are available through the Superintendent's office and completed by registration.

* The K-8 Lunch Program is a pre-pay program; families deposit money into their student's account and money is deducted for purchases. Students/parents may check their account on-line. Place any money in an envelope with the child's name, grade & amount enclosed. Kindergarten students will also enclose their milk money in this envelope if they did not pay in advance for the semester or the year. Refunds will not be available. Any money remaining will remain in account * Accounts must be paid in full by the end of the school year.

NONDISCRIMINATION

Spring Valley C.C.S.D. #99 insures equal educational opportunities to be offered to students, regardless of race, color, national origin, age, sex, religion, homelessness, or handicap. Questions in reference to educational opportunities may be directed to the Superintendent.

SCHOOL DAY

STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:55AM AT LINCOLN AND 8:00AM AT JFK. Supervision will begin at those times. Students should immediately leave school after dismissal unless they are participating in after-school activities or are detained by school officials. Once students arrive on school grounds, they are to remain on school grounds until dismissal. Parents need to notify the school of any transportation change through a note or phone call.

BIRTH CERTIFICATE/PHYSICAL/DENTAL/MEDICAL FORMS LAWS

All students in the district must have a complete physical form and a copy of an original county issued birth certificate in their student folder. All immunizations must be up-to-date. Students entering from another state must have a current Illinois physical and certified birth certificate. Forms may be secured from the office. A dental exam is required for grades kindergarten, second, and sixth grades. Grades Kindergarten and sixth, as well as students participating in sports must have a complete physical prior to the start of the school year.

ATHLETIC INSURANCE

Any student who is participating in athletics must take out school insurance or have on file a letter indicating that he/she is covered by family insurance. This letter must be signed by the proper guardian, and be on file before the student may participate.

ILLNESS, INJURY, EMERGENCY

It is required that the parents have an emergency number on file with the office (Please keep all information current). In the event of illness, parents will be immediately notified. No student will leave the building without the Principal's permission. Doctor's note is required for not participating in recess or P.E. Students running a fever will be sent home and may not return until the student is fever free for a (24) hour period. Students with lice will also be sent home and will be allowed to return when the problem no longer exists and with proof of treatment. Students with Conjunctivitis (Pink-eye) will be sent home and may only return with a doctor's release. Students found with live lice will be sent home for treatment. Check-ups will be done when the student returns. Parents will also be contacted if a student has an accident and is unable to clean themselves.

SCHOOL CANCELLATION NOTICE

Whenever possible the decision will be made before or by 6:00 A.M. on the morning of the cancellation. The following stations will be notified for early news concerning closings or early dismissals: WLPO 1220 AM, WLRZ 101FM, AND WZOE 1490 AM/98.1 FM.

MEDICAL AWARENESS/MEDICATION/ALLERGIES/SCREENINGS

If your child has medical problems, a communicable or infectious disease, or allergies that school personnel should be aware of, please notify the office to the nature of the problem so that we could notify and prepare our staff. No School District employee shall administer to any student, or supervise a student's self administration of any medication until parent(s)/guardian(s) complete and sign the "School Medication Authorization Form." ALL MEDICATIONS AND IMPLEMENTING PROCEDURES WILL BE HANDLED THROUGH THE SCHOOL NURSES OFFICE. No student may possess or consume any medication without following policy and implementing procedures. Only students with the prescribed medication for asthma and/or an Epi pen and a signed "School Medication Authorization Form" may possess and self administer at the student's discretion. A school vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Students are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has taken place in the past (12) months.

SCHOOL ACTIVITIES

District #99 offers Girls'/Boys' Basketball, Girls' Volleyball, Girls'/Boys' Track , Scholastic Bowl, Student Council, Science Fair, Speech Contest, Spelling Bee, Intramurals, Musicals, Swing Choir, Jazz Band, Special Olympics, Cheerleading, Young Authors and pep club.

TEXTBOOKS

The School District uses a textbook rental plan. Students should remember they are responsible for each book which is issued to them. When textbooks are issued, students should write their names on the slips in the front of the books. A book damaged when a student receives it should be reported to the teacher. Books must be turned in at the end of the year or upon withdrawal from school. It is important for students and parents to understand that fines are levied when textbooks are lost or damaged beyond ordinary wear, such as broken bindings, damaged covers, and ink spots.

ATTENDANCE

On July 1, 1986, a State Law was established stating that parents are to notify the school when their child is going to be absent. **The phone call must be made by 9:00 a.m. to the principal's office for JFK at 664-4601 and Lincoln at 663-5631.** Answering machines are available, if necessary contact the school the evening before or early in the morning. If the school is not notified it will be the responsibility of the school to notify the parents that the student is absent. This may necessitate that the school attempt to contact the parents at work regarding their absent student. It is required for the school to have two phone numbers by which we can contact the parents. These numbers must be listed on your child's emergency card.

If a student is absent and the school has not been notified or a note is not sent when the child returns to school, they will be considered truant. Under School Code (Chapter 122, paragraph 26-10) the four valid reasons for student absences are: 1. Illness

2. Death in immediate family. 3. Observance of religious holiday. 4. Family emergency - Situations beyond the control of the student and/or cases that cause reasonable concern to the parent for the safety or health of the student.

The State Law requires children in grades Kindergarten & 1st Gr. to attend school 240 minutes for a full day credit(1:00pm)/120 minutes for half day credit (10:30am)/less than 120 minutes, child considered absent. In Grades 2nd - 8th the law requires that the children attend school 300 minutes for a full day credit (2:00pm)/150 minutes for a half day credit (11:00am)/less than 150 minutes, child considered absent. The amount of minutes required is based on actual classroom instruction time. Lunch and lunch recess are not counted towards the attendance minutes.

TARDINESS/TRUANCY

All students who are tardy in coming to school either A.M. or P.M. must report to the Principal's office to check into school. The number of student tardies will be on record in the office. After a student is tardy 3 times the student will be assigned a Friday Detention. If the student continues to be tardy, every 3 tardies will result in a Friday Detention. Tardiness is defined as a student not being in his/her class room when the final bell rings at 8:25 A.M. at J.F.K. and 8:20 at Lincoln.

Student names will be turned in to the Regional Office of Education Truancy Prevention Specialist and may result in legal action when any of the following occur: 1. (5) questionable excuses. 2. (3) unexcused absences. 3. (10) excused absences. 4. (4) tardies.

ABSENCE POLICY

After ten (10) days of absence from school, the building administrator may require a doctor's excuse for each absence thereafter. Failure to return to school with a doctor's excuse will result in an unexcused absence. The administration may require a doctor's excuse before ten (10) days of absence due to history of student attendance.

Following (15) days of absence from school, the student may be excluded from all field trips and extra curricular activities.

Following (18) days of absence from school, the case may be presented to the Spring Valley C. C. D. #99 Board of Education.

Following ten (10) consecutive days of absence a student may be dropped from the schools enrollment and will be re-enrolled upon return.

EXCUSED ABSENCES

A parent may call up to ten (10) times for excused absences for the entire school year. Following the ten (10) excused absences any absence will be considered unexcused unless a doctor's note is provided for each additional absence. Doctor/dentist and all other appointments are discouraged from being scheduled during the school day. A doctor's excuse must be provided upon return to school.

STUDENTS LEAVING EARLY FOR APPOINTMENTS

Scheduling appointments during the school day is not recommended but in some cases it is understood that it may be unavoidable. Each time a student must leave the building during the day due to a valid reason such as: illness, doctor's appointment, etc. they are to report to the Principal's office. The parent or guardian who picks up the student MUST come into the office to sign the student out. Students may NOT sign themselves out. Students will wait in the Principal's office until the parent or guardian comes into the office to sign them out. As provided in the School Code of Illinois, students will not be released to the custody of anyone but the parents, guardians, or their designees.

ASSIGNMENTS FOR ABSENT STUDENTS

If a student is absent, his or her assignments will be posted on the homework hotline (663-8706 or 663-0325). Any homework may be picked up in the office at the end of the school day or be given to a designated student in attendance. Students have one day to make-up assignments for each day that they were absent unless unexcused. This also includes the making-up of tests. Please contact the school if books are needed.

LIBRARIES

All students have access to the libraries. The books and other materials have been chosen due to their value to students. Students may borrow most materials as needed, but must take care of the materials borrowed and have the materials returned promptly when due and in good condition. Students in 6th, 7th and 8th grade are charged 5 cents every school day for each overdue book and are charged 10 cents for any copies that are made in the library. Students who lose or damage books are expected to replace the books at cost. Library privileges are stopped until fines are paid and/or books are returned.

LOCKERS

Student lockers shall remain at all times the property of the School District. The use of lockers by students is deemed a privilege granted by the School District under the terms of this policy.

- Each student will be assigned to a locker as a convenient place for personal property. Lockers may be only for the storage of books, school supplies, garments and other items which are reasonably related to the student's school activities.
- Lockers will close easily and it is not necessary to force the doors shut.
- No tape is allowed on the outside or inside of the lockers.
- Do not change lockers without permission.
- Only students assigned to a locker should use that locker.
- ONE LOCK IS GIVEN TO ALL STUDENTS IN GRADES 4-8. IF LOST THE STUDENT MUST PAY THE \$5.00 REPLACEMENT FEE.
- At no time should any student try to open another student's locker. Students found in possession of other student's combinations or opening another student's locker may result in a serious violation.
- Locker must be clean and locked.
- Whenever the lock fails to work properly, the office should be notified.
- The school is not responsible for damaged or missing student property from the students' lockers. When the school year begins, each student is responsible for their lock and private combination.
- Students shall go to their lockers to get their books and materials before school, before and after lunch, before last hour, and after school or at a time specified by a school staff member.
- The School District retains the right to inspect and to search lockers and the contents of the lockers at any time and under any circumstances without prior notice. Routine inspections may be conducted. Students shall not have any expectation of privacy in so far as school authorities are concerned as to the contents of their lockers. The Board of Education hereby authorizes the school administration to conduct locker searches as deemed necessary and to carry out such searches in any manner deemed by the administration to be reasonable or necessary to protect the health, safety and welfare of students and the school community.
- It is the responsibility of the student to keep the student's locker locked and to report any damage to, or malfunction of, the locker to the Principal's office.

PASSES

Students out of class while classes are in session may be questioned by a staff member. A pass is required, and if the situation is questionable, the student will be returned to the classroom for further explanation for the teacher or the office may take discipline action. Office passes will be issued to students desiring to have a conference with the Principal. Students are first responsible to be in their classroom for attendance. Students are not to come to the office unless they have a pass from a teacher.

FIELD TRIPS

At the start of the school year parents will sign a permission slip for the entire year and Students/parents will be notified as arrangements are made. Please be sure to watch monthly bulletins for further details. The district security policy states that if the United States is under a 'Code Red' or 'Code Orange' as determined by the Homeland Security Commission, field trips to metropolitan areas will be canceled and an alternative activity will be chosen by the staff.

CLOSED CAMPUS POLICY

Students will not be allowed to leave the school grounds during the regular school day. Any student leaving the school grounds will be considered truant. All students must bring a sack lunch or purchase a hot lunch and eat in the school cafeteria. A "Closed Campus" will be in effect during the lunch period. Students in violation of this policy will be subject to disciplinary action.

EVACUATION DRILLS/EMERGENCY PLAN

Evacuation drills for natural and man-made disasters will be held periodically throughout the school year as prescribed by the State statutes and the district crisis plan. The School District has in place a comprehensive Crisis Management Plan which covers emergency procedures and contingencies.

TELEPHONE

No pupil will be called to the telephone during class periods except in an emergency. NO CALLS ARE TO BE MADE DURING CLASS HOURS. Students will be allowed to use the hallway phone in case of emergency or illness, with permission from the office. Any calls that are not an emergency must be made before or after school from home.

LOST AND FOUND

A "Lost and Found" department is maintained in the Principal's office at JFK and inside the north doors at Lincoln. Articles found in or around the buildings should be taken to the lost and found department immediately. The "lost and found" will be emptied every 9 weeks.

DEVICES/TOYS/PETS

Trading cards, pets, radios, MP3's, cameras, electronic games, laser pens, or any other electronic devices or toys are not appropriate for a school atmosphere and are not to be brought into the school. Cell phones are to be off and out of site at all times unless given permission. Item will be confiscated and given to parent or result in a serious violation. The district is not responsible for lost or stolen items.

PURSES/BOOK BAGS

Purses/bags and book bags are permitted in school. They are to be left in the locker. They are not allowed in the classrooms or gymnasium at anytime during the school day. Book bags with wheel extensions are prohibited. Book bags will only be used by students before and after school.

BICYCLE/SKATEBOARD/ROLLER BLADES POLICY

Bicycles are not to be touched from the moment they are brought to school until the moment school is dismissed in the afternoon. Bikes are to be locked. Bikers are not to ride bicycles on the blacktop in front of the school from 8:00 a.m. until 4:00 p.m. The school is not responsible for any stolen or damaged bike. Skateboards, Scooters, and Roller Blades are not allowed on school property.

GUM/SODA/CANDY

Soda, food, and candy are not allowed in school unless teacher permission is given. Gum and hard candy are not allowed at any time.

DELIVERIES/INVITES/TREATS

Please do not send to school: plants, flowers, balloons, bouquets, gifts, or party invitations to any student, for any reason. Due to food allergies, please send only prepackaged store bought treats with ingredient listing included.

TOBACCO POLICY

Under School Code smoking and using tobacco in the District's schools and on school grounds is prohibited at all times. Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. The Board prohibits the use of tobacco on school property when the property is being used for any school purposes. School purposes include but are not limited to all interscholastic or extracurricular athletic, academic or other events sponsored by the Board or in which students of the District participate. Groups requesting the use of District facilities shall be advised of this policy and shall be required to adhere to it.

REPORT CARDS/GRADING SCALE

Report cards are issued every nine weeks. The grading scale in every 3rd-8th classroom will be as follows unless notification is given to parents: **A = 100 - 90 B = 89 - 80 C = 79-70 D = 69-60 F = 59-0**

GRADING

Grades Pre K-8: Teachers will issue individual/grade level classroom grading procedures at the start of the school year.

HONOR ROLL

The Honor Roll, which applies to grades 5-8, will consist of two divisions:

1. High Honors for those students obtaining an average of at least 4.50 out of a possible 5.00.
2. Honors for those students obtaining an average of at least 4.00 to 4.49.

A grade of 'C' or below in any subject will automatically disqualify a student from the honor roll.

PROGRESS REPORTS

All K-2 grade teachers will send home a progress report at the scheduled midway-point of the nine-week grading period. Teachers may also send additional progress notices home throughout the school year if they feel they are necessary. Grades 3-8 have on-line grading at www.sv99.org. If you are unable to have computer access you may visit the Spring Valley City Library or contact Kennedy school.

GRADES K-8 ACADEMIC POLICIES

Students are expected to complete all of their homework and turn it in on time. Teachers at each grade level will determine academic policies and distribute policies to all parents, students, and Administrators.

ENRICHMENT CLASS QUALIFICATIONS

In order for students to qualify for the various enrichment classes which may be offered, a determination will be made through various assessments observations, recommendations and other determining factors appropriate to the age/level of the individual student.

GRADES K-8 PROMOTION-RETENTION

K - 2nd: A student may not be promoted to the next grade level if they have received two or more 'Needs improvement' for each complete individual academic area.

3rd - 5th: A student may not be promoted to the next grade if a student has one 'F' on their report card for final grades. This includes grades in Language Arts (English & Spelling), Physical Education/Health, Fine Arts, Math, Reading, Science, and Social Science.

6th - 8th: A student may not be promoted to the next grade if a student has one 'F' on their report card for final grades. This includes grades in Language Arts (English & Spelling), Physical Education/Health, Math, Reading, Science and Social Science. If a student fails to meet this policy, they may be allowed to take correspondence courses for the failed course(s). If the student passes the course(s) they will be promoted to the next grade. If a student does not complete and pass the correspondence course(s), they will not be promoted. If a student is in danger of failing, the Principal and parent must be notified at the beginning of the second semester OR END OF THE THIRD QUARTER. At that time the teacher, Principal, and other specialists are to design a special support plan for the student. **NO STUDENT IS TO BE RETAINED IF A PLAN HAS NOT BEEN DESIGNED.** Students will not be promoted to the next higher grade level based upon age or other social reasons not related to academic achievement.

The procedure for averaging semester grades to determine a student's grade point average is as follows:

A = 5 points B = 4 points C = 3 points D = 2 points F = 1 point

Math, Science, Social Studies, Language Arts, Reading, and PE/Health grades receive full weight. (Health is taught during the 2nd and 3rd nine weeks) **Example:** Language Arts - C = 3 Social Studies - F = 1 Reading - A = 5 PE/Health - B = 4 Math - C = 3 Science - D = 2

Total = $3+1+5+4+3+2=18.0$ $18.0/6.0=3.00$

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) [105 ILCS 10/4] (from Ch. 122, par. 50-4)] affords parents and students over 18 certain rights with respect to the student's educational records. The school principal is the official records custodian.

1. The right to review the records within 45 days of request.
2. The right to request the amendment of the student's educational records that is believed to be inaccurate.
3. The right to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education.
5. District #99 will maintain student permanent records and the information contained therein for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.
6. District #99 will maintain student temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school. However, student temporary records shall not be disclosed except as provided in Section 5 or 6 or by court order. A school may maintain indefinitely anonymous information from student temporary records for authorized research, statistical reporting or planning purposes, provided that no student or parent can be individually identified from the information maintained.

DISTRICT DRESS CODE

Good taste in age-appropriate dress and grooming is an important part of a wholesome classroom environment. Whether students realize it or not, the manner in which one dresses reveals a great deal about that person and leaves a distinct impression. Students grooming or wearing questionable attire which may create a disruption of the educational processes will not be accepted and the student may be sent to the Principal's office. **Four dress code violations and each additional will result in a Serious Violation.**

1. Coats, gloves, head coverings, sweat bands, spiked apparel, chains, scarves, bandanas, hats, and sunglasses are not to be worn in the building.
2. Any dress, grooming, and accessories shall not display sexual, racist, lewd, vulgar, obscene, symbols, discrimination, criminal acts, questionable sayings, and/or offensive language is not allowed. Clothing with wording or pictures referring to illegal drugs, tobacco, violence, or alcohol will not be allowed.
3. Shirts must cover from the collarbone to the shoulder. Low and/or plunging necklines, bare shoulders, bare backs, and bare midriffs are unacceptable.
4. The torso will be covered from a reasonable length from the neck to mid thigh so as not to reveal any body parts or underwear beneath while sitting, standing, squatting, or walking. This includes low rider jeans, shorts, skirts, and pants.
5. Clothing made out of fishnet fabric or clothing with holes that expose the chest, abdomen, genital area, buttocks, undergarment, or the leg above mid thigh, shall not be permitted.
6. Shorts, dresses, and skirts may be worn, but should not be shorter than fingertip length when arms are fully extended by the side. Slits on shorts, pants, skirts, or dresses should also not be shorter than fingertip length when arms are fully extended by the side.
7. For health and safety reasons, no piercings in mouth or tongue area or a body piercing that is a distraction are allowed.
8. Grades Pre-K through 3 should have a change of clothes stored in their locker for emergencies.
9. Students should wear safe shoes to school for in-school and playground activities. Flip-flops, shower shoes, spiked heels, plastic or rubber shoes without a heel strap, ballet shoes, or slippers are deemed unsafe and not allowed.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students' access. While the staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use. If a user violates this Policy, student's access may be denied, and will be subject to additional disciplinary action.

Students must agree to follow the Policy, and agree to report any misuse of the network to a teacher. Misuse is violating this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property. The School District is providing access to its computer networks and the Internet for educational purposes only. Users must abide by rules of network etiquette. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threats. Posting of staff pictures on internet will result in suspension.

Users and their guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils and must avoid these sites. Parents of minors are the best guides of materials. If a student finds that other users are visiting offensive or harmful sites, they must report such use to the appropriate school personnel. Safety should be a priority. In using the computer network and Internet, do not reveal personal information such as your home address, telephone number, credit card numbers or social security number. Never agree to meet a person you have only communicated with on the Internet. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. The School will use filtering software or other technologies to prevent students from accessing harmful content. The School will also monitor online activities of students to ensure that students are not accessing such depictions or other material, which is inappropriate for minors.

Network and Internet access is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials. The School District shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the student's use of its computer networks or the Internet under this Policy. Users are taking full responsibility for his or her use, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of the student's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

Visit: www.SafetyIllinoisAttorneyGeneral.gov or www.ag.state.il.us for website safety tips for parents.

SCHOOL BUS RULES

1. Be on time at the designated school bus stop.
2. Stay at least 6 feet from the road at all times while waiting for the bus.
3. Wait for the bus to come to a complete stop before attempting to enter the bus.
4. Keep hands and head inside the bus at all times while on the bus.
5. Assist in keeping the bus safe and sanitary at all times.
6. Remain quiet on the bus. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Never tamper with the bus or any equipment.
8. Riders are responsible for their belongings. Do not leave personal items on the bus.
9. Help look after the safety and comfort of smaller children.
10. Do not throw anything on the bus or out the windows.
11. Do not leave your seat at all once you have sat down. Once you have reached your destination you may then leave your seat.
12. Be respectful and courteous to all people on the bus.
13. Everyone must be completely quiet when the bus approaches a railroad crossing stop.
14. In case of any type of emergency, remain in the bus until instructions are given by the driver.
15. After exiting the bus, at discharge point, where it is necessary to cross the highway, accompany the pupil patrol to a point at least ten (10) feet in front of the bus where traffic coming from both directions may be observed. Then wait for permission from the bus driver before crossing. When pupil patrol is used, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway and wait there until the bus driver gives a signal to cross.
16. After leaving the bus, help look after the safety and comfort of other smaller children.
17. Be alert to a danger signal from the bus driver.
18. Do not ask the driver to stop at places other than the regular stop. The driver is only permitted to do so by school personnel.
19. Observe the same rules and regulations on all other trips under school sponsorship as observed between home and school.
20. On trips students are to follow the directives given by the school appointed chaperone.
21. No obscene gestures directed towards anyone on the bus or off.

Penalties for Violations of this Policy are as follows:

First Offense: All incidents will be reported to school officials and parents will be contacted by a school official and a permanent seat will be assigned to student. **Second Offense:** The student will be suspended from the bus for five school days.

Third Offense: The student will be suspended from the bus for ten school days. **Fourth Offense:** Permanent removal from the bus. **

Serious misbehavior may include all Serious School Violation Discipline Actions. ** THIS IS NOT A REQUIRED SEQUENCE OF DISCIPLINE ACTIONS.

CAFETERIA POLICIES

1. Teachers will walk students into the lunchroom.
2. If a lunch is delivered/brought to the school, it is to be for an individual student only, not a group of students.
3. Lunches from restaurants are not allowed.
4. When a student has forgotten their lunch, a lunch will be provided. The students account will be charged in order to reimburse the school for the lunch (If not free).
5. Phone calls for lunch must be made before lunch.
6. Students will sit at assigned tables and shall not leave the table or gym without permission.
7. Students must be sitting with their feet under the table and still.
8. No pounding or rocking tables, popping cartons or cans or smashing cans or bottles. 9. No loud talking, singing, or chanting.
10. Keep hands and feet to your self. 11. NO GUM OR GLASS BOTTLES ARE ALLOWED IN SCHOOL. 12. No throwing food or any objects.

RECESS RULES

1. Students should dress for the each weather. 2. All students are to go outside unless they have a note from their parent or teacher. 3. No throwing snow, rocks, or any other objects. 4. Stay in designated areas. 5. Line up immediately following the teachers whistle. 6. Enter building quietly and in single file. **Penalties for Violations of this Policy are as follows:** 1. STUDENT HANDBOOK RULES WILL BE FOLLOWED. 2. Students will be given an assigned seat for 5 school days following their first lunchroom infraction. 3. Following their second lunchroom infraction students will receive a permanent seat for the remainder of the semester. 4. Following their third lunchroom infraction students will receive a serious violation.

GANG AWARENESS POLICY

It is the school's responsibility to maintain a safe and disruption-free environment. The School Code of Illinois (IL Rev. Stat., Chap. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good." A 'Zero tolerance' rule has been established and the presence of or student involvement in gangs or gang-related activities on school grounds, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. "Gangs," as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the School District's rules and regulations.

While on or about school property or at any school sponsored event wherever held, no student shall participate in any gang or gang-related activity. Activities include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence.
3. Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues.
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature for gang recognition.
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or any other item commonly associated with membership in or affiliation with a gang or secret society.
6. Using any communication, verbal or nonverbal (gesture, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang or secret society.
7. Engaging in any activity or omission intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of gang or secret society.
8. Any act of activity which violates any law or any policy of Spring Valley Elementary School District #99 when such act or activity is taken to further the interests of a gang or secret society.

Penalties for violations of this policy are as follows:

Any student who is first suspected of violating the Gang Policy may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, any materials or thing surrendered by the student shall be returned to the parent upon request.

1. First infraction will result in a minimum five day out-of-school suspension.
2. Students violating the Gang Policy a second time shall, upon a finding of such violation will receive a minimum of an out-of-school suspension and shall be subject to suspension or expulsion for a period not to exceed one full year.

DISCIPLINE

The following comments regarding DISCIPLINE are very important in the consideration of all discipline actions:

1. Children do want discipline from parents and school personnel. Students perform better in a disciplined environment.
2. For discipline to be effective, it must be handled firmly and consistently.
3. Children are individuals and it is our responsibility to set controls, limits, consequences, etc. to the best of our ability in relationship to the individual child where appropriate. Some rules and regulations are for all children, but at the same time, some children require more controls and very firm limits, while others require fewer controls and can handle more flexible limits.
4. It is very important that the discipline of students does not create an educational experience for the child so painful that it interferes with the learning process.
5. Both the school and the home must work together in sharing the responsibilities that are involved. Discipline demands careful evaluation and ongoing observation in both the home and school. If we just take a moment and think of all the children we know and how differently each behaves, we can easily recognize the big task that we share. In an effort to be fair and consistent with the students, we have adopted a discipline policy that will be followed by all of the teachers. Prior to receiving discipline, a student will be given appropriate due process, which will normally be an opportunity to explain the misconduct and any reason for it.

PEER MEDIATION

Peer mediation is available to all students. The students may request or be referred by an individual, teacher, counselor, or administration.

PRE-KINDERGARTEN - 2ND GRADE DISCIPLINE POLICY

Classroom and Playground Responsibilities: 1. Listen to the speaker. 2. Follow directions the 1st time. 3. Raise your hand.
4. Keep hands and feet to yourself. 5. Use good manners.

Consequences: Strike 1: warning Strike 2: loss of 5 minutes of recess Strike 3: loss of 15 minutes of recess

GRADES 3-8 DISCIPLINE POLICY

A PERSON OF CHARACTER... IS A GOOD PERSON, SOMEONE TO LOOK UP TO AND ADMIRE...KNOWS THE DIFFERENCE BETWEEN RIGHT AND WRONG, SOMEONE WHO ALWAYS TRIES TO DO WHAT IS RIGHT...SETS A GOOD EXAMPLE FOR EVERYONE...MAKES THE WORLD A BETTER PLACE...& LIVES ACCORDING TO THE "SIX PILLARS OF CHARACTER": Trustworthiness, Respect, Responsibility, Fairness, Caring, & Citizenship.

CLASSROOM RESPONSIBILITIES AND THE 'SIX PILLARS'.

1. Be seated and quiet when bell rings. (**RESPONSIBILITY**)
2. Follow teacher directive promptly. (**CITIZENSHIP**)
3. Bring needed materials to class. (**TRUSTWORTHINESS**)
4. No littering. (**CARING**)
5. Do not disrupt class. (**FAIRNESS**)
6. Keep hands, feet, objects, and disrespectful comments to yourself. (**RESPECT**)

Classroom disciplinary actions:

- A. Every written notice sent home must be signed by a parent and sent back to the school the following day.
- B. All school personnel follow this system.
- C. Student's classroom discipline record starts over every 9 WEEKS.
- D. If a student skips a teacher detention a central detention will be given.
- E. Five teacher detentions will result in a serious violation.
- F. This list is not a required sequence of disciplinary actions.
- G. When a teacher detention is issued, the teacher will designate the day the detention is to be served.

Teacher detentions are from 3:15 p.m. to 3:45 p.m.

Grades Pre K-8: Teachers will issue individual/grade level classroom rules and consequences at the start of the school year.

SERIOUS VIOLATIONS OF SCHOOL POLICY

A Serious Violation is any serious act which goes against the teachings of the 'Six Pillars of Character'. This is a list of examples not a defined list. Any Serious Violation may result in Suspension and/or expulsion from School. Prior to any discipline action a student will be given the opportunity to explain his/her conduct, and when possible, the parent will be contacted prior to any action.

SERIOUS VIOLATIONS - LEVEL I

TRUSTWORTHINESS

1. Stealing, attempting to steal or aiding someone in stealing.
2. Cheating, attempting to cheat, or aiding someone in cheating.
3. Leaving the classroom or building without permission.

RESPECT

4. Fighting, which includes the throwing of punches or kicking or tripping someone with the intent to injure.
5. Foul, vulgar or inappropriate language directed at or in the presence of students and/or faculty on school grounds.
6. Disrespect, insubordination (disobeying directives), or gross verbal abuse of school personnel and/or fellow students.
7. Inappropriate behavior with a teacher/substitute, or any staff member resulting in removal from class and being sent to the office.

RESPONSIBILITY

8. Truancy
9. Tardiness: 3 tardies (and every 3 following).
10. Failure to serve Central/5:15 Detention, or an accumulation of (5) teacher detentions.

FAIRNESS

11. Threatening/Bullying/Hazing another student or staff member. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. (i.e. use of violence, force, noise, coercion, threats, intimidation, fear, bullying, etc...)

CARING

12. Sexual harassment, which includes inappropriate touching, verbal or written comments, as well as intimidating, hostile or offensive conduct which has the effect of humiliation, embarrassment or discomfort, including the taking down of another student's pants.
13. Harassment of another person: This may include comments about race, sex, nationality/ethnicity, religion, disability, or any disrespect, insubordination, or gross verbal abuse of school personnel and/or fellow students.

CITIZENSHIP

14. Smoking, having possession of or bringing tobacco on school property.
15. Having in their possession or having brought onto the school grounds matches or a lighter.
16. Causing or attempting to cause damage to school property or another person's personal property.
17. Disruptive influence. Engaging in any activity that constitutes an interference with school purposes or an educational function.
18. Having possession of a toy weapon on school premises.

The discipline sequence may be as follows:

1. **First Offense:** 1) Parent-Teacher-Principal conference; 2) 1 day out/in-of-school suspension or a 5:15 Detention
 2. **Second Offense:** 1) Parent-Teacher-Principal conference; 2) 3 day out/in-of-school; 3) Removal from class field trip.
 3. **Third Offense:** 1) Parent-Teacher-Principal conference; 2) 5 to 10 day out-of school suspension.
- (An 8th grade student receiving a second 5-10 day suspension will not be allowed to participate in the graduation ceremony.)
**This is not a required sequence of disciplinary actions. *All disciplinary consequences must be fulfilled by Graduation.*

SERIOUS VIOLATIONS - LEVEL II

In the case of certain violations: 1. Police and parents will be called in on the matter. 2. Referral to community agencies/resources. 3. Referral to alternative school. 4. In the case of a student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered a weapon shall be expelled for at least one year. The School Board may direct the Superintendent to modify the expulsion requirement on a case-by-case basis. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm. The possession of a weapon or firearms on school grounds will be reported to law enforcement agencies. 5. Possession of alcohol, narcotics (look-a-likes included) and drug paraphernalia on school grounds at any time. This includes activities conducted at other schools while participating in a school sponsored activity.

Consequence options for 1st offense: A. 10 day suspension. B. Alternative school placement. C. Participation in a drug and alcohol educational program. D. No attendance at Extra-curricular activities during the suspension. E. No participation in the graduation ceremony for 8th graders. F. Loss of class trips. G. Expulsion.

Consequence option for 2nd offense: Expulsion (By Board action with a parent written notice and an opportunity to meet with the Board.)

CENTRAL DETENTION

1. Any staff member may issue a Central for misconduct outside the immediate classroom and on school property.
2. Any student who earns a Central will be assigned to a Central Detention which will be served in the office until 4:00.
3. This detention takes precedence over such activities as athletic events or any other school activity. The only exception will be for medical appointments, for which you must have proof of the appointment from the Doctor or parent.
4. If a student does not serve their detention on the designated day, they may receive a Serious Violation.
5. If a student refuses to cooperate while in a central detention, the student will receive a Serious Violation.
6. Parents will receive an office referral form to inform them of what their son/daughter has done to receive the detention.

J.F.K. 5:15 DETENTIONS

5:15 Detentions may be held every 2-3 weeks and may vary according to school calendar. (If 5:15 Detentions are not scheduled for the remainder of the school year, students will be assigned a Suspension). The 3:15 P.M. to 5:15 P.M. Detention is for a serious violation of school policy. If the student fails to serve the 5:15 Detention a 3-day Out of School Suspension may be issued.

IN-SCHOOL SUSPENSION

- In-School Suspension is an administration-assigned study period in a specified room.
- Students are given In-School Suspensions if classroom problems exist in which teacher disciplinary measures do not work, or a violation of school policies which the administration feels is beyond the scope of a detention.
- The student may be assigned one period or more, or a specified amount of days.
- Students are responsible for assignments while in In-School Suspension and will be permitted to return to class when completed.
- In-School Suspension will be from 8:30 a.m. - 3:15 p.m. on a regular school day determined by the Principal.
- If a student does not co-operate in the ISS room: 1. The student will be sent home with their parent(s) for the remainder of the day for a minimum 5 day suspension. 2. Students late or absent for In-School Suspension may receive further disciplinary action.
- Students may not leave the ISS room without permission.

CO-CURRICULAR CODE OF CONDUCT

All students who participate in District activities acknowledge and accept the following Code of Conduct:

SECTION 1 - REQUIREMENTS

1. All participants are to have turned in to coach/sponsor prior to the first practice: Physical, Insurance waiver/acceptance signed, Handbook permission slip signed, Paid activity fee of \$75 for sports and/or \$25 for clubs (maximum of \$100/year).
2. No pass no play policy. All participants grades will be checked weekly by sponsors/coaches to determine eligibility. If a student has an 'F' or below a 2.75 G.P.A. they will be suspended from all activities and their grades will be checked on a weekly basis. Following the weekly check they will be able to participate once the student's G.P.A. is 2.75 or higher. A student can accumulate up to only 3 weeks of suspension during that particular season. Once a student has been suspended for more than 3 weeks they will automatically be dismissed from the activity. (1 week = one school week) When suspended they are required to sit with team at home events and follow team dress code. They are not allowed to practice, tryout or attend away games until they are eligible and reinstated.
3. Students must observe all school rules. It is necessary for each student participating to demonstrate exemplary behavior at all times. A student may be dismissed from the squad by the principal if the student commits a serious violation of school policy.
3 detentions = no participation for 1 week 4 detentions = no participation for 1 week 5 detentions = dismissal from team
Teacher/Central det. = 1 detention 5:15 detention/1 day I.S.S or O.S.S. = 2 detentions 3-10 day I.S.S or O.S.S. = 3 detentions
Any student possessing or using steroids, HGH, tobacco, alcohol, or drugs will result in automatic dismissal.
4. Athletic uniforms will be provided by the school with the exception of track and all clubs. Students are to purchase for basketball, volleyball, and track: shoes (only worn in gym for practices and games), socks, and gym bag. Additional purchases in track are: sweat pants, sweat shirt, and track shirt. Cheerleaders are to purchase spirit gear, bloomers, and any other gear voted on by squad. Uniforms will be collected following the season. Any damage to the uniform may require the student to pay for the uniform to be replaced.

SECTION 2 - RULES

1. Participants must attend all practices/games, and be on time unless excused by the coach/sponsor. If the student is absent from school that day they may not attend practice unless approved by the principal.
2. If a student has a behavior detention they are unable to participate in any activity until it is served. If it is an academic detention they are to attend the game/event and re-schedule the detention. Any detention must be served before a student attends a practice.
3. Be polite and respectful. Participants must sit together at games/events and watch. Students may get out of their seat only at half time for basketball or between periods in volleyball. Friends that are not team members may not sit by team. Act appropriately at events with no booing, fighting, and profanity.
4. All practices end before 4:30 on Wednesdays.
5. Participants must dress appropriately for practice wearing their P.E. uniform.
6. For missing a practice a parent note is needed for doctor/dentist appointments, death in family, or absence from school. If a student misses a game/match and it is unexcused they will be dismissed from team.
1 unexcused = warning 2 unexcused = no participation for one week 3 unexcused = dismissed from squad
7. All players will ride the bus to the games/matches. On the way home students are to ride the bus home unless the coach receives a written parent note or arrangements were made between coach and parent. No cell phone calls for permission.
8. School handbook bus rules and expectations apply.
1st Bus infraction = central detention 2nd Bus infraction = 1 game suspension 3rd Bus infraction = dismissed from squad
9. A technical will result in immediate benching.
10. Any fighting, taunting, disrespect, foul language, inappropriate gestures, or arguing with anyone will result in immediate benching and may result in dismissal from team.
11. Any infractions of the Serious Violation may result in dismissal from team.
12. All school property and equipment must be treated with respect and any damage will be reimbursed by the perpetrator.
13. All of the coaches/sponsors directives will be followed at all times with no debate.
14. I.E.S.A. rules do not allow any type of jewelry or glitter during games (piercings, necklaces, rings, etc.)
15. Participants are expected to dress up and following coach/sponsor requirements for all game/event days. No jeans. Dress shirts or sweaters should be worn. Dress should represent J.F.K. in a positive and respectful manner.
16. Volleyball, basketball, and track members are to wear their hair in a way that is not unusual or would affect their vision.
17. Each sponsor/coach has developed an awards/recognition program for each activity.
18. When group/team is responsible for Market Day all members must work.
19. Co-curricular activities are a privilege, and not a right. To participate all rules and guidelines must be followed. At all times you represent J.F.K. so your behavior, dress, and actions should reflect positively on J.F.K.

DISCIPLINE ACTION/COMPLAINT POLICY

The following Policy pertains to all discipline actions or complaints: (1) All detentions will be served after school. It will be the responsibility of the parents to provide transportation for the student. (2) If a parent or student has a concern over a discipline action or a complaint, they are to follow these guidelines:

1. Contact the teacher involved with the discipline action or complaint and request or schedule a conference within 24 hours.
 2. If the conference with the teacher does not clarify the situation, schedule a conference with the building Principal within 24 hours.
 3. If there is still a question concerning the incident, then a conference with the Superintendent is necessary within 24 hours.
 4. If the 3 conferences do not clarify the incident, the parents may request to be placed on the Board of Education's next agenda.
- * If a student does not serve a detention and the parents do not follow this policy, the student will receive a serious violation action.

ANNUAL BUDGET/SCHOOL REPORT CARD

The District Budget and School Report Card will be posted on the District's web site at <http://www.sv99.org>

HOME SCHOOL POLICY

Parents may elect to educate their child at home or in a nonpublic school, rather than enrolling them in District #99. The Administration shall notify the Regional Superintendent of all students residing in District #99 who are known to be receiving home schooling. A home schooled child will not receive an 8th grade diploma from District #99. The child will not be allowed to utilize textbooks or other educational materials and supplies owned or in the possession of District #99. The child will also not be able to participate in any District #99 extracurricular activities.

ASBESTOS MANAGEMENT PLANS

Ideal Environmental Engineering, Inc. conducts surveillance inspections of the District's facilities for asbestos. A copy of the reports is available at the Superintendent's office 664-4242.

SEX OFFENDER REGISTRATION

Please be aware of the Public Act 94-004: Sex Offender Registration. Information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor

PESTICIDE APPLICATION

Spring Valley C.C.S.D. #99 practices Integrated Pest Management, a program that combines preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and environment. If you have any questions or would like prior notification to pesticide applications contact the Superintendents office.

MARKET DAY

The organizations students are able to participate in work together in order to support the Market Day program. Groups included are: 7th & 8th grade Boys Basketball, 7th & 8th grade Volleyball, 7th & 8th grade Girls Basketball, Cheerleaders, Student Council, Chorus, Band, Scholastic Bowl, Track, and Speech. Their purpose is to raise monies to allow them to maintain and expand on the programs that they currently have. Market Day has been selected as their main fund raising project to help support their programs.

Monthly "Pick-up Days" are scheduled from 4:00-5:00 at J.F.Kennedy School as follows:

September 16	November TBA	January 20	March 17	May 19	July TBA
October 14	December 9	February 17	April 21	June 16	August TBA

BOOSTER CLUB

The Booster club is a parent/teacher organization established in order to maintain the high quality extra-curricular 5th through 8th grade programs at Kennedy School. All parents of student extra-curricular participants are members of the organization.

P.T.O.

PTO Officers: Lori Dotson, President; Bobbi VanShaick, Vice-President; Lori Berkland, Secretary; TBA, Treasurer

Meeting Dates: Meetings begin at 6:30 P.M. at Lincoln School. **Sept. 14, 2009 Nov. 2, 2009 Jan. 11, 2010 Mar. 8, 2010 May 3, 2010**

SUGGESTIONS FOR CHANGES IN PARENT-STUDENT HANDBOOK

Please check the following: Revise existing rule Change wording New rule proposal

Please write new rule proposal:

Revise existing rule: Page____ **Rule**____

Change wording: Page____ **Rule**____

Rationale:

Please return to the Kennedy or Lincoln School Administrative offices.