

## SPRING VALLEY COMMUNITY CONSOLIDATED DISTRICT #99

### BOARD OF EDUCATION:

Raymond Nolasco, President; Trisha Bogatitus, Vice President; Jack Kusek, Secretary; James Faletti, Ted Urbanski, Tracy Morris, Tom Vallero

### The Board of Education meetings are as follows:

July 16, 2014	October 15, 2014	January 21, 2015	April 15, 2015
August 20, 2014	November 19, 2014	February 18, 2015	May 20, 2015
September 24, 2014	December 17, 2014	March 18, 2015	June 17, 2015

**Meetings are held at John F. Kennedy School beginning at 7:00 p.m.**

### ADMINISTRATIVE STAFF

**Superintendent of Schools:** James M. Hermes

**Superintendents Secretary:** Mary Beth Miklavcic

**John F. Kennedy Principal:** Kimberly Lisanby-Barber

**Kennedy Secretary:** Michelle Villarreal, Bobbi VanSchaick

**Director of Curriculum:** Michelle Nauman

**District Bookkeeper:** Kathy Sienza

### DISTRICT OFFICE AND SCHOOLS

**Superintendent's Office** – 800 N. Richards St. – Phone – 664-4242 – Fax 664-2205

**John F. Kennedy** – 800 N. Richards St. – Phone - 664-4601 – Fax – 664-4213

### DISTRICT VISION STATEMENT

BUILDING A BRIGHT FUTURE

### DISTRICT GOALS

#### 1. Provide high quality curriculum and programs for all students.

- Emphasize core academic areas, particularly reading and math.
- Develop and maintain a strong fine arts program.
- Assess technology resources and develop a plan to meet future student needs.
- Further develop moral and ethical behavior and citizenship through character education.
- Provide students with appropriate life skills for the 21<sup>st</sup> century.

#### 2. Maintain a high quality teaching, administrative, and support staff.

- Recruit and retain high quality faculty and staff.
- Provide ongoing mentoring for new faculty and staff.
- Train faculty on current research and best practices for highly effective instruction.
- Train staff to utilize technology to benefit student learning.
- Train staff to be prepared for constant changing and more challenging student needs.

#### 3. Engage the community more actively in the schools.

- Share the positive accomplishments of the school district and its students with the local community and surrounding area.
- Identify various stakeholders in the community – including parents, families, senior citizens, and local businesses, and connect each stakeholder to district needs.
- Recruit more local community member as volunteers in the school district.

#### 4. Manage financial resources to support the mission of the district.

- Alert the taxpaying public regarding changes in state and local funding and keep all local citizens informed of current school district finances.
- Seek alternative funding sources to maintain high quality curriculum and programs for the students.
- Maintain contact with state and federal lawmakers regarding the need for adequate school funding and elimination of unfunded mandates.

### JOHN F. KENNEDY SCHOOL STAFF

**Pre-School:** Penny Redshaw, Brittany Lemrise

**Kindergarten:** Christie Novak K-1, Brittany Baird K-2, Christy Perra K-3, TBA

**1<sup>st</sup> Grade:** TBA 1-1, Emily Victor 1-2, Wendy Woulfe 1-3

**2<sup>nd</sup> Grade:** Lauren Baltikauski 2-1, Anne Swingel 2-2, Kim Ajster 2-3

**3<sup>rd</sup> Grade:** Sally Jacobson 3-1, Laura Patyk 3-2, Kelly Argentine 3-3

**4<sup>th</sup> Grade:** Mark Higdon 4-1, John Mestemaker 4-2, Tricia Burkart 4-3

**5<sup>th</sup> Grade:** Paula Toraason 5-1, Julie McDonald 5-2, Michael Andreoni 5-3, 5-4

**Physical Education:** Kellie Brandt 6-8<sup>th</sup>, Chris Bjork 2<sup>nd</sup> – 8<sup>th</sup>, Ryan Milas K-5<sup>th</sup>

**6<sup>th</sup> Grade:** Amy Cacciatori, Mark Abbott, Scott Sebastian, Andrew Strickler  
**7<sup>th</sup>/8<sup>th</sup> Grade:** Shannon Leiningner, Michael Wallace, Brad Keil, Amanda Pellegrini, Charles Dickinson, Tara Hass  
**Title I:** Sandy Lambert, Allison Booth **Librarian:** Patricia Sment **Library Clerk:** Pat Watson  
**T.B.E. /T.P.I.:** Linda Mavis, Veva Ruiz (Aide) **Band:** Michael Harris **Music/Chorus:** Kathy Sarver-Eldridge  
**Counselor:** Jean Larson **Nurse:** Kathy Hoscheid **Speech Pathologist:** Lynette Lucas  
**Special Education:** Kristen Grubich, Eric Mercer, Mary Larsen, Tara Huffacker, Kira Setchell, Gina Ghigli, Lindsey Olszewski  
**Technology Specialist:** Luke Tomsha **Technology Aide/Rtl:** Charlotte Herrmann  
**Cooks:** Carol Flaherty (Head), Sharon McFadden, Erica Ott, Christine Kleinau, Dayna Gaeta  
**Custodians:** TBA, Mike Hassler, Jeremy Fox, Louis Guerrini, Mark Manning, Buster Zenor  
**Classroom Aides:** Judy Sipovic, Mary Lipka, Allison Nichols, Renee Ziebell, Teresa Case, Daniel Kleinau, Kim Shilkuski, Sharon Colmone, Karry Kurtz, Sue Sobin

## STUDENT FEES

**Book Fee:** \$100.00/year

**Yearbook Fee:** \$15.00; students must pre-order yearbooks at the beginning of the school year

**Lock Replacement Fee:** \$6.00; ALL students in grade 4-8 are **required** to have a **school-approved lock** on their locker. Students will be charged for a new lock if one is not on the locker.

**Student ID/Bus Card Replacement Fee: \$5.00** - All students are required to wear his/her student ID throughout the day. If a student does not have his/her ID for 3 consecutive days, the student will be sent to the office and his/her account will be charged for another student ID. 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 \$6 replacement fee is required.

**Field Trip Fees:** Field Trips may be scheduled with required prepaid tickets. If this is the case, preordered tickets will not be refundable for any reason.

**Athletic Participation Fee:** (NON-REFUNDABLE) - \$75.00 \*Must be paid prior to participation

**Organizational Participation Fee:** (NON-REFUNDABLE) - \$25.00 \* Must be paid prior to participation  
(\$100.00 Maximum Extracurricular Participation Fee per Student)

**Technology Fee** - \$100 (6<sup>th</sup>-8<sup>th</sup> participating in 1:1 computing) \*Must be paid prior to participation

**Bus Pass** – Hazard Area = Free; Students Living over 1.5 miles = Free; Living with 1.5 miles = \$50.00/Semester; (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<sup>st</sup>. Call the school office for more information at 664-4242.

**Breakfast:** Adult - \$1.10 per serving Student - \$1.00 per serving Qualifying Student Reduced - \$.30 serving

**Lunch:** Adult - \$2.10 Student K-8 - \$2.00 Extra - \$.60 per extra, student must have a balance to order extra

Qualifying Student Reduced \$.40 per serving MILK: \$.30

\*Free or reduced priced meal 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 and amount enclosed.

Kindergarten students must pay in advance for snack milk for the semester or the year. Refunds will not be available. Any money remaining will remain in account.

\*Any student with a lunch card debit of \$10 or more will not be able to receive a hot lunch.

**\*All debts must be taken care of prior to students participating in the 1:1 program, extracurricular organizations, field trips or any other school organized events. In addition, students with debt will not receive fee-based transportation, a yearbook, or school meals.**

### K THROUGH 8<sup>TH</sup> SCHEDULE

8:10 – First Bell

8:20-School begins

3:15– Dismissal

### PRESCHOOL SCHEDULE

8:30—11:00 Morning PreK classes

12:30—3:00 Afternoon PreK classes

## **SCHOOL 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**

## **ATHLETIC EVENTS RULES**

1. Kindergarten through 5<sup>th</sup> Grade students who attend the games must come with an adult and must sit with that person.
2. All fans are to exhibit good sportsmanship which includes the following: \*No throwing of objects onto the floor. \*No yelling at coaches, referees, or players at any time. \*Kicking and stomping on the bleachers is not allowed.
3. Water is the only beverage allowed in the gymnasium.
4. No one is allowed to leave the gym until a timeout, at the end of a quarter or half, or between games.
5. Once a student leaves the building without permission, they will not be allowed back in.
6. If a student or adult is asked to leave the gym because of improper behavior, they will not be allowed to attend any more games for the year. Dismissal from the premises for misbehavior may occur immediately, without a warning being given.
7. No one will be allowed into the gym until 15 minutes prior to game time.
8. Everyone is to wear green and cheer as hard as they can for the JFK Wildcats!

## **GENERAL INFORMATION**

### **VISITORS**

All doors will be locked at all times. To enter each building all visitors are to check in by using the video monitor. The monitor for the Principal's office is located at the west entrance. All visitors must report to the office upon entering each building at all times. No one is to be in the buildings without reporting to the Principal's office first. All visitors during school hours are required to wear a nametag issued by the office. Visits are to be prearranged with the teacher to insure it is an appropriate time for visitors or aid in the scheduling of a future appointment. The secretary will then check the daily schedule. NOTE: Classrooms will not be interrupted to check on a visit in order to preserve an uninterrupted instruction time. In the case of Agency or police interviews, the building principal will first check for identification and then attempt to contact the parent(s)/guardian if possible. DCFS or police may remove a student if deemed necessary following an attempt to contact the parent(s)/guardian if possible.

### **STEVEN'S AMENDMENT**

In compliance with the Steven's Amendment, the federal government has given Title I, II, IV, and VI monies to Spring Valley CCSD #99, to support their local programs. Anyone interested in acquiring more information as to how these monies are targeted or spent should contact Mrs. Kimberly Lisanby-Barber, Principal, at 815-664-4601.

### **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.

### **BILINGUAL AND TPI (TRANSITIONAL PROGRAM OF INSTRUCTION SERVICES)**

A bilingual and TPI program provides services for students with limited English language capabilities. The purpose of the program is to help students acquire the English language skills necessary to succeed in the regular academic program while also providing the necessary native language assistance. Eligibility for the program is based on language assessment tests. Students who earn a score of 3.4 or under will be considered full-time ESL students; students who earn a 3.5—5.0 will be considered part-time ESL students.

### **ACCESS TO MEDICAID FUNDS**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to children eligible for Medicaid are partially reimbursable by the federal government. Unless a parent objects in writing, Spring Valley CC School District will claim Medicaid reimbursement for services provided. These claims have no impact on one's ability to receive Medicaid funding either now or any time in the future. If a parent does not want the district to release his/her child's name and/or type(s) of service and date(s) of service was provided as a part of the billing process, the J.F. Kennedy Principal should be contacted at 815-664-4601

### SCHOOL DAY

STUDENTS ARE NOT ALLOWED ON SCHOOL GROUNDS BEFORE 7:55 AM. Supervision will begin at that time. Students must 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 MUST REMAIN ON SCHOOL GROUNDS UNTIL DISMISSAL.** Parents need to notify the school of any transportation changes 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 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. A 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 without fever-reducing medication. Students with Conjunctivitis (Pink-eye) will be sent home and may only return with a doctor's release. 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 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. (See Head Lice Policy below.)

### SCHOOL CANCELLATION NOTICE

Whenever possible the decision will be made before or by 6:00 A.M. on the morning of cancellation. Local radio stations, the BCR Alert, TeacherEase and the district website ([www.sv99.org](http://www.sv99.org)) will have cancellation information.

### 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.

### ATTENDANCE

On July 1, 1986, a State Law was established stating that parents 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.** Answering systems 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. The 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 students 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 & 1<sup>st</sup> grade to attend school 240 minutes for a full day credit (1:00 pm)/120 minutes for half day credit (10:30 am) less than 120 minutes, the child is considered absent. In grades 2<sup>nd</sup> – 8<sup>th</sup> the law requires the children attend school 300 minutes for a full day credit (2:00 pm)/150 minutes for a half day credit (11:00 am) less than 150 minutes and the child is considered absent. The amount of minutes required is based on actual classroom instruction time. Lunch and lunch recess are not counted towards 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 and homeroom. After a student is tardy 3 times the student will be assigned a minor. If the student continues to be tardy, every tardy will result in a minor. Tardiness is defined as a student not being in his/her classroom when the final bell rings at 8:20 a.m.

Please note the City of Spring Valley has an ordinance which fines parents for their child(ren)'s truancy.

The office will issue minors for tardies first thing in the morning. For students in 6-8<sup>th</sup> grade, teachers will issue minors for students coming in tardy to classes. Extended tardies will follow the PBIS matrix and may be referred to the Regional Office of Education's Truancy

Specialist. Student names will be turned in to the Regional Office of Education Truancy 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 absences from school, the building administrator may require a doctor's excuse for each absence thereafter. Failure to return to school without a doctor's excuse will result in an unexcused absence. The administrator may require a doctor's excuse before ten (10) days of absences due to history of student attendance. Following ten (10) consecutive days of absences a student may be dropped from the school's enrollment and will be re-enrolled upon return. Following 15 days of absences from school the student may be excluded from all field trips. Following (18) days of absences from school, the case may be presented to the Spring Valley C.C.S.D. #99 Board of Education. **PLEASE NOTE: THE CITY OF SPRING VALLEY'S ORDINANCE MAY BE ENFORCED AFTER 3 UNEXCUSED ABSENCES.**

#### **EXCUSED ABSENCES**

A parent may call to up 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. Parents must call in advance to notify the office of appointments. Students will not be called from class until the parent arrives. 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 can be found on Edmodo. If materials are needed for an absent student, his or her assignments will be collected and sent to the office to pick up **by the end or the 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. If books are needed, please contact the school.

#### **HOMEWORK POLICY**

##### Primary Homework Policy

###### 1<sup>st</sup> Grade

1. If homework is not turned in, it must be turned in the next day.
2. If not turned in the next day, the student will stay in for recess.

###### 2<sup>nd</sup> and 3<sup>rd</sup> Grade

1. Student is given a minor for each late assignment.

###### 4<sup>th</sup> Grade

1. Student will stay in at recess to redo.
2. Student will receive a minor if homework is not finished by the end of recess.

##### Middle School homework policy

###### 5<sup>th</sup> Grade

1. Student stays in at recess if homework isn't turned in on time.
2. If homework is more than 1 day late grade will be 10% less.

###### 6<sup>th</sup> Grade

1. If a student arrives to class without his/her homework completed, 25% will be deducted.
2. If it is not turned in by the end of the following day, the grade will become a permanent zero.

###### 7<sup>th</sup> Grade

1. If a student arrives to class without his/her homework completed, 25% will be deducted.
2. If it is not turned in by the end of the day that it was due, the grade will become a permanent zero.

###### 8<sup>th</sup> Grade

If a student arrives to class without his/her homework completed, the grade will become a permanent zero.

#### **HEAD LICE POLICY**

Any student found with head lice or nits will be excluded from school. A parent or guardian will immediately be called and asked to pick up his/her child. At the time of pick-up, a head lice procedure checklist will be issued. This checklist must be completed prior to re-entry into the school.

## 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 Student Council.

## 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.

## 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 material borrowed and have the materials returned promptly when due and in good condition. Students in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades 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. Please be aware of the cell phone 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
- **Students in grades 4-8 are required to have a lock on their lockers at all times!**
- 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 \$6.00 REPLACEMENT FEE.**
- NOTE: K-3<sup>rd</sup> grade students do not have locks on lockers.
- 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.
- The school is not responsible for damaged or missing student property from the students' lockers. When the school year begins, students are 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 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

A staff member may question students out of class while classes are in session. 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 the 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 cancelled and the staff will choose an alternative activity. **Any student receiving 2 or more majors will NOT be allowed to attend the 8<sup>th</sup> grade class trip. In addition, if a student earns a serious violation, the administration may remove the class trip from the student.** If tickets are required to be preordered for any field trip, money collected for that trip will not be returned if the student does not attend.

### **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 School Cell phone or personal cell 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. **STUDENTS WILL NOT BE ALLOWED TO GO HOME UNLESS BEING SEEN BY THE NURSE OR APPROPRIATE PERSONNEL BEFOREHAND.**

### **LOST AND FOUND**

A "Lost and Found" department is maintained near the Principal's office. Articles found in or around the building should be taken to the lost and found department immediately. The "lost and found" will be emptied every 9 weeks.

### **DEVICES/TOYS/PETS**

Students may not use electronic devices (including headphones or earbuds) or any other toy in school without permission. Item will be confiscated and given to parent and a major violation may occur. SVES is NOT responsible for a lost or damaged electronic device. Students bring these items at their own risk.

Pets are not allowed on school ground unless pre-approved by Administration.

### **CELL PHONES**

Students may bring cell phones to school. However, cell phones must be kept **off** and **in a student's locker**. Students in grades 4-8<sup>th</sup> must have their lockers locked at all times. NOTE: Students in grades K-3<sup>rd</sup> **DO NOT HAVE LOCKS** on their lockers. Phones should remain in lockers and turned off unless school staff has granted permission. Phones may be used only after school in the principal's office for appropriate purposes and in a non-disruptive, harmless, inoffensive manner.

**First Violation:** Teacher will take the cell phone away from the student to be returned after school that same day. First offense is a minor offense.

**Second Violation:** Administrator will take cell phone from the student to be returned after school that day. Second offense is a major.

**Third Violation:** Cell phone will be returned at a student and parent conference with the principal or designee. Student will not be allowed to have a cell phone at school. Third offense is a major offense.

### **PURSES/BOOK BAGS**

Purses/bags and books 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 extension are prohibited. Book bags will only be used by students before and after school.

### **BICYCLE/SKATEBOARDING/ROLLER BLADE 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 bikes. Skateboards, Scooter, and Roller Blades are not allowed on school property. The bike rack will be located at the southwest corner of the building near the Richards Street entrance. They will then walk to the bus lines on the south end of the building (former entrance area) to wait for the school day to begin.

### **GUM/SODA/CANDY**

Soda, food, gum and candy are not allowed in the classroom unless teacher permission is given. A behavior minor will be issued to a student caught with soda, gum, food or candy in class.

### **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 cigarettes, cigars, pipes or tobacco in any other form, including smokeless tobacco which is in 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 athletics, academic or other events sponsored by the Board or in which students of the District participate. Groups requesting the use of the 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 2<sup>nd</sup>-8<sup>th</sup> grade classroom will be as follows unless notification is given to parents:

**A = 100-93      B = 92-85      C = 84-77      D = 76-70      F = 69-0**

### GRADING

**Grades Pre K-8:** Teachers will issue individual/grade level classroom grading procedures at the start of the school year. P.E. requirements, students dress for PE or they will not participate in class.

### HONOR ROLL

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

- High Honors for those students obtaining an average of at least 3.50 out of a possible of 4.00.
- Honors for those students obtaining an average of at least 3.00 to 3.49

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

### PROGRESS REPORTS

All K-1 grade teachers will send home progress reports 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 2-8 have on-line grading at [www.sv99.org](http://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 polices to all parents, students, and Administrators.

### ENRICHMENT CLASS QUALIFICATIONS

In order for students to qualify for the various enrichment classes that 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-9 PROMOTION-RETENTION

**K – 1<sup>st</sup>.** 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.

**2<sup>nd</sup> – 5<sup>th</sup>.** 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, Reading, Science, Math, and Social Science.

**6<sup>th</sup> – 8<sup>th</sup>.** 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 course(s) 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/PST for the students. **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 = 4 points      B = 3 points      C = 2 points      D = 1 points      F = 0 point**

Math, Science, Social Studies, Language Arts, Reading and PE/Health grades receive full weight. (Health is taught during the 2<sup>nd</sup> and 3<sup>rd</sup> nine weeks) An honor class receives an additional point.

### **EXAMPLE:**

Language Arts-C=2      Social Studies-D=1      Reading-A=4      PE/Health-B=3      Math-C=2      Science-D=1  
Total = 2+1+4+3+2+1=12.0      12.0/6.0=2.00

### 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 15 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 in the student's records, except to the extent 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.

### 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. 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 an 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.

**Unless a specific site (such as Edmodo) has been identified by a teacher as a part of the curriculum, social media sites are not allowed within or on any district owned devices. (This includes 6-8<sup>th</sup> grade technology that students may take home).**

Visit: [www.SafetyIllinoisAttorneyGeneral.gov](http://www.SafetyIllinoisAttorneyGeneral.gov) or [www.ag.state.il.us](http://www.ag.state.il.us) for website safety tips for parents.

### CYBERBULLYING

Prevention and education strategies to address cyberbullying and related online risks will be incorporated into the curriculum at SVES

Cyberbullying is defined as being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion. The district will immediately address all instances of cyberbullying occurring through the use of district Internet system, district technologies or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDAs, while on campus. In addition cyberbullying activities which occur off-campus and affect the academic and social standing of a student at school will also be responded to by the district.

### 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 create a disruption of the education 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 major.**

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 ref
3. At all times shirts must cover from the collarbone to the shoulder. Low and/or plunging necklines, bare shoulders, bare backs, and bare midriffs are unacceptable. See thru or thin fabric leggings are not allowed.

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. Hairstyles, dress, accessories, and fake or real tattoos that pose a safety hazard or disruption are not permitted in the school.
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 are allowed in mouth or tongue area. Any body piercing that is a distraction is not allowed.
8. **Grades Pre-K through 5 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. Shower shoes, spiked heels, plastic shoes (NOT including Crocs), ballet slippers, or slippers are deemed unsafe and not allowed. **All students in PreK-8 are required to have backs on their shoes.**
10. **No costumes, (capes, tails, masks, etc.) unless approved by a teacher for a project or event are to be worn or brought to school.**

#### 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 the 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 drive is only permitted to do so by school personnel.
19. Observe the same rules and regulation 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 to the lunchroom or recess location.*
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 fast food restaurants or sodas are not allowed unless earned as a PBIS award.
4. When a student has forgotten their lunch, a lunch will be provided. The student's account will be charged in order to reimburse the school for the lunch (if not free).
5. **No soda or energy drinks are to be brought to school for 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 yourself.
11. NO GUM OR GLASS BOTTLES ARE ALLOWED IN SCHOOL
12. No throwing food or any objects
13. **Lunch cards are required. If a student loses or damages his/her card, there will be a \$6 replacement fee. Students without a lunch card for 3 consecutive days or on a recurring basis will be issued a detention.**

### **RECESS RULES**

1. Students should dress for the 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
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 things surrendered by the student shall be returned to the parent upon request.

- First infraction will result in a minimum of a five day out-of-school suspension.
- 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 on full year.

### **DISCIPLINE**

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

1. 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 student may request to be referred by an individual, teacher, counselor, or administrator.

### **PBIS**

School PBIS guidelines are to be safe, be responsible, and be respectful. Minor and major guidelines are listed in the T-chart below. Rules will reflect Kennedy School's PBIS matrix in all areas of classroom and playground responsibilities.

### T-Chart

Minors	Majors
Missing Homework (Refer to grade level policies)	Disrespect/Insubordination (Disrespecting Another Person)
Inappropriate Language (Hurtful feeling toward another)	Inappropriate Language/Racial Slurs (directed towards another)
Following Staff Directions (not lining up, etc.)	Cheating
Honesty (Lying)	Disruptive Influence in the Classroom/Hallway (tantrums)
Be Where You Are Supposed to Be (Wandering the Halls)	Disruptive Influence in the Cafeteria
Tardy for Class (Jr. High)	Stealing
Disruptive Behavior (Loud Voices, Talking Out of Turn, Staying in seat, Etc.)	Plagiarism/Forgery
Coming to Class Prepared (Having Needed Materials, Etc.)	Leaving Class/Building Without Permission
KHFOOTY (Kicking, Pinching, Spitting, Etc.)	Property Damage/Misuse
Tardy for School 3 tardies = 1 minor per 9 weeks Each additional tardy = 1 minor	Truancy
Following Playground Rules(Not using equipment correctly)	Removal From Class by Teacher/Substitute/Other Staff
Using School Equipment Correctly (p.e., classroom equipment, scissor misuse, etc.)	Physical Aggression/Fighting (kicking/biting/hitting with an object/hair pulling/ scratching/throwing rocks, etc.)
Playing in the Bathroom	Five Minors per Quarter
Respect (Practicing Good Manners, Being kind to others)	Threatening/Bullying/Hazing/ Harassing Others
Gum Chewing	Failure to Serve Reteach
Technology (Inappropriate use of iPads/computers, etc.)	Possession/Use of Alcohol
Phone Use(using phone during school hours)	Possession/Use of Tobacco
	Possession/Use of Drugs
	Possession of Matches/Lighter
	Technology (Inappropriate use of iPads/computers, etc.)
	Phone Use (using phone during school hours)
	Serious Bodily Injury
	Dangerous Weapon
	Other Reason/Behavior

**Additional PBIS guidelines will be sent home by classroom teachers on the first day of school.**

## Matrix

### John F. Kennedy's PBIS Matrix

*"Be Safe, Be Respectful, Be Responsible . . . Be a Wildcat!"*

Strategies for Success at JFK School	Arrival/Departure	Classroom	Assemblies	Breakfast/Lunch	Playground	Bathroom	Office	Nurse	Hallway/Transitions	Tech
Code	1	2	3	4	5	6	7	8	9	10
<b>Be Safe</b>	-KHFOOTY -Stay on sidewalks	-KHFOOTY -Use classroom equipment appropriately	-KHFOOTY -Stay seated	-KHFOOTY -Stay seated -Sit in assigned area	-KHFOOTY -Use equipment appropriately	-KHFOOTY -Walk -Keep feet on floor	-KHFOOTY -Walk into office -Keep feet on floor	-KHFOOTY -Wait until items are given to you	-KHFOOTY -Walk & watch -Keep campus secure	-KHFOOTY -Handle equipment with care
<b>Be Respectful</b>	-Follow directions -Use appropriate language	-Use good manners -Use quiet voices -Follow directions -Respect others' property -Raise hands to speak	-Use quiet voices -Participate when appropriate -Be an active listener	-Use good table manners -Use quiet voices -Follow supervisors' directions	-Follow directions -Take turns -Use appropriate language	-Use quiet voices -Respect others' privacy	-Use quiet voices -Wait your turn	-Use quiet voices -Wait your turn -Knock on door if closed	-Use quiet voices -Allow others to pass -Keep locks locked	-Follow technology rules
<b>Be Responsible</b>	-Arrive at bus/school on time -Line up in proper lines	-Be prepared -Complete assignments -Use your best effort	-Arrive on time -Enter/exit quietly	-Clean area (tables & floors) before leaving -Stack trays properly -Eat your own food	-Dress for the weather -Report accidents -Leave playground clean	-Flush toilet -Wash hands with soap & water -Keep water in sink -Return promptly to class	-Put items in appropriate place -Have pass when entering	-Enter & exit in a timely manner -Arrive on time -Return ice packs -Have pass when entering	-Report immediately to destination -Keep hallways clean -Keep items inside lockers	-Leave equipment on appropriate settings

### BULLYING

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school district will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussion 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 bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a teacher, counselor, or building administrator. Students may choose to report to a person of the student's same sex. Complaint will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### SERIOUS VIOLATIONS OF SCHOOL POLICY

A Serious Violation is any serious act, which goes against the teaching of PBIS. 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.

### MAJOR VIOLATION – LEVEL I

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
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
8. Truancy
9. Failure to serve 5:15 Detention, or an accumulation of (5) minors
10. Threatening/Bullying/Hazing another student or staff member. Using any form 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...)
11. 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.
12. 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.
13. Smoking, having possession of or bringing tobacco on school property
14. Having in their possession or having brought onto the school grounds matches or a lighter.
15. Causing or attempting to cause damage to school property or another person's personal property
16. Disruptive influence. Engaging in any activity that constitutes an interference with school purposes or an educational function.
17. Having possession of a toy weapon on school premises.
18. Misuse of cell phone (2<sup>nd</sup> and 3<sup>rd</sup> offense)
19. Misuse of technology

**The discipline sequence may be as follows:**

1. **First Major:** 1) Parent-Teacher-Principal conference; 2) 1 day out/in-of-school suspension or a 5:15 Detention
2. **Second Major:** 1) Parent-Teacher-Principal conference; 2) 3 day out/in-of-school suspension; 3) Removal from class trip.
3. **Third Major:** 1) Parent-Teacher-Principal conference; 2) 5 to 10 day out-of-school suspension

(An 8<sup>th</sup> grade student receiving a second 5-10 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*

**MAJOR 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 contact. 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 1<sup>st</sup> 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 the 8<sup>th</sup> graders F. Loss of class trips G. Expulsion

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

**5:15 Detentions**

5:15 detentions will be for a serious violation or as per PBIS guidelines. If the student fails to serve the 5:15 detention, further punishment will incur including in-school or out-of-school suspension.

**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 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 8:20 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 his/her 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.

**DISCIPLINE ACTION/COMPLIANT 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 with 24 hours.

3. If there is still a question concerning the incident, then a conference with the Superintendent is necessary with 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.

### **CO-CURRICULAR CODE OF CONDUCT**

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

#### **SECTION 1 – REQUIREMENTS**

1. IESA eligibility and requirements will be followed for all extracurricular activities.
2. 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)
3. 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 the team at home events and follow team dress code.
4. 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. Student will not participate on team until detention is served. Reteaching and detentions take precedence over all practices and events. ISS or OSS may result in suspension or removal from team as per coach and administration decision. 2 minors = no participation for 1 week 1major = no participation or 1 week 2 majors = dismissal from team
5. **Any student possessing or using steroids, HGH, tobacco, alcohol, or drugs will result in automatic dismissal.**
6. 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 practice 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 practice/games and be on time unless excused by the coach/sponsor. If a 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 reschedule 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. Participants must dress appropriately for practice wearing the requirements of their sport.
5. 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 = dismissal from squad
6. 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. School handbook bus rules and expectations apply. 1<sup>st</sup> bus infraction = central detention 2<sup>nd</sup> bus infractions = 1 game suspension 3<sup>rd</sup> bus infractions = dismissed from squad
7. A technical will result in immediate benching.
8. Any fighting, taunting, disrespect, foul language, inappropriate gestures, or arguing with anyone will result in dismissal from team.
9. Any infraction of the Serious Violation may result in dismissal from the team.
10. All school property and equipment must be treated with respect and any damage will be reimbursed by the perpetrator.
11. All of the coaches/sponsors directives will be followed at all times no debates.
12. I.E.S.A. rules do not allow any type of jewelry or glitter during games (piercings, necklaces, rings, etc.)
13. Participants are expected to dress up and following coach/sponsor requirements for all game/event days.
14. No jeans. Dress shirts or sweaters should be worn. Dress should represent J.F.K. in a positive and respectful manner.
15. Volleyball, basketball, and track members are to wear their hair in a way that is not unusual or would affect their vision.
16. Each sponsor/coach has developed an awards/recognition program for each activity.
17. When group/team is responsible for Market Day all members must work
18. Co-curricular activities are a privilege, and not a right. If a student wants to participate all rules and guidelines must be followed. Remember that at all times you are representing our school so your behavior, dress, and actions should reflect positively on J.F.K.

Concussion information: <http://www.iesa.org/documents/general/IESA-ConcussionInfo.pdf>

### **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>

### **FERPA**

- The right to inspect and review the student's education records maintained by the school
- The right to request that a school correct records which are believed to be inaccurate or misleading
- The right to prevent disclosure of student's education record, subject to several exceptions
- The right to complain to FERPA officials if any of the above rights are violated

## HOMELESS

<http://www.isbe.net/homeless/default.htm>

## 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 8<sup>th</sup> grade diploma from District #99. The child will not be allowed to utilize textbooks or other educational material 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.

## RECORDS

105 ILCS 10/4 AND 105 ILCS 10/5

Official records custodian; maintenance of permanent and temporary records; periodic review; notice prior to deletion of information. Right to inspect records; costs; confidentiality.

## TRANSFER NOTIFICATION

23 Illinois Administrative Code 375.30

Notification of transfer student's and student's parent rights upon transfer.

## 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](http://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 Superintendent's office.

## SPECIAL ED CLASSROOM VISITS

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

## MARKET DAY

The organizations students are able to participate in **work** together in order to support the Market Day program. Various groups within the school oversee a month for the PAWS organization. (This may include: 7<sup>th</sup> and 8<sup>th</sup> grade Boys Basketball, 7<sup>th</sup> & 8<sup>th</sup> grade Volleyball, 7<sup>th</sup> & 8<sup>th</sup> grade Girls Basketball, Cheerleaders, Student Council, Chorus, Band, Scholastic Bowl, Track, and Speech.) Market Day has been selected as their main fund raising project. The monies will help support programs that benefit all of the J.F.K. students. Approximately 75% of students in grades 6-8 participate in one or more of these groups. For more information about the MARKET DAY program, contact J.F.K. (664-4601). Your continued support is greatly appreciated.

## P.A.W.S.

(Positively Active Wildcat Supporters) This organization was established in order to support the education of children in Spring Valley CCSD #99. PAWS is open to all parents, teachers and community members. Additional information can be found on the district website ([www.sv99.org](http://www.sv99.org)) or on Facebook.

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## SUGGESTIONS FOR CHANGES IN PARENT –STUDENT HANDBOOK

Please check the following:       Revise existing rule       Change wording

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.**  
**Please be aware that school code requires many of the above rules and wording.**