

FLOSSMOOR SCHOOL DISTRICT 161
Flossmoor, Illinois



2011-2012
STUDENT HANDBOOK

Dear Parent/Guardian:

Flossmoor Elementary School District 161 is a world-class District that provides students with a quality academic program in support of high levels of achievement and academic excellence. The *Parker Student Handbook* is provided to promote order and safety while providing students with a clearer understanding of the programs, calendar, policies, and special opportunities available.

Please take some time to review the handbook and discuss it with your student. It contains the classroom and school expectations necessary to create an atmosphere conducive to learning. After you have reviewed the handbook and discussed it with your student, please complete the release form distributed by the school and return the release form to your student's homeroom teacher by Friday, September 2, 2011.

Parents and students are encouraged to make choices according to the Six Pillars of CHARACTER COUNTS! which are aligned with the behavioral expectations that are:

Be Respectful
Be Responsible
Be Reliable

It is my hope that your student will have his/her best school year yet, reaching goals that will lead the way for continued academic, personal, and professional success. With the encouragement of parents, staff, and administration, the students can reach new heights. Students are asked to never settle for less.

As parents, your support of Flossmoor School District 161 is vital to the success of our schools. Thank you for working in partnership with the schools.

Have a great school year!

Sincerely,

A handwritten signature in black ink that reads "Vanessa P. Atkins". The signature is written in a cursive style with a large, looped initial "V".

Vanessa P. Atkins, Ed.D.
Principal

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THE BOARD OF EDUCATION

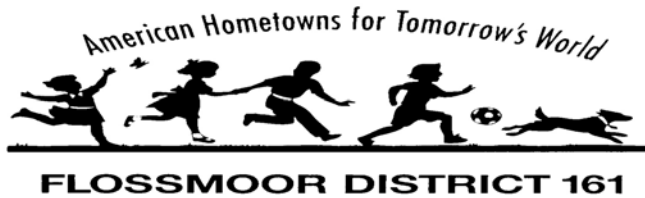
Dr. David Dreyfuss, President	
Ronald E. Moore, Vice President	Gregg M. Lunceford, Secretary
Leah Bailey Langston	Christine Marks
Timijanel Boyd Odom	John Simmons

School board meetings are held at 7:30 p.m. on the second Monday of each month, unless otherwise announced, at the Normandy Villa Administrative Center, 41 E. Elmwood Drive. Public attendance is welcome. Please refer to the District 161 website.

FLOSSMOOR DISTRICT 161 ADMINISTRATIVE STAFF

Mr. Craig Doster, Superintendent of Schools.....	647-7030
Ms. Deborah Pitts, Director of Instructional Technology	647-7046
Ms. Nancy Wilson, Director of Student Services.....	647-7026

School	Principal	Phone
Flossmoor Hills 3721 Beech Street Flossmoor, IL 60422	Ms. Karen Johnson ATTENDANCE: 709-7699 ext. 2053	647-7100 FAX: 798-8234
Heather Hill 1439 Lawrence Crescent Flossmoor, IL 60422	Ms. Patricia Fears ATTENDANCE: 709-7699 ext. 2055	647-7200 FAX: 206-2749
Serena Hills 255 Pleasant Drive Chicago Heights, IL 60411	Ms. Lynn Westerlund ATTENDANCE: 709-7699 ext. 2052	647-7300 FAX: 756-4465
Western Avenue 940 Western Avenue Flossmoor, IL 60422	Ms. Jennifer Camilleri Mr. Bruce Nieminski, Asst. Principal ATTENDANCE: 709-7699 ext. 2054	647-7400 FAX: 206-2350
Parker Junior High 2810 School Street Flossmoor, IL 60422	Dr. Vanessa P. Atkins Mr. Bruce Brozynski, Asst. Principal ATTENDANCE: 709-7699 ext. 2051	647-5400 FAX: 799-9207



2011-2012 School Calendar

August 19	New Teacher Workshop & Breakfast
	22 Teacher Institute Day
	23 First Day for Students - Students Dismissed at Noon
	24 Kindergarten/Early Childhood & Pre K Students Return
September	5 Labor Day - No School
	23 School Improvement Day - Noon Dismissal
October	7 Non-Attendance Day - No School
	11 Columbus Day - No School
	21 End of 1 st Quarter - 41 Days
November	8 Teacher Institute Day - No School
	10 End of 1 st Trimester - 54 Days
	11 Veteran's Day - No School
	21 Parent/Teacher Conference - No School
	22 Parent/Teacher Conference - No School
	23 Non-Attendance Day - No School
	24 Thanksgiving
	25 Thanksgiving Holiday
December	20-30 Winter Break
January	1-3 Winter Break
	4 Students Return
	13 End of 2 nd Quarter - 43 Days
	16 Martin Luther King's Birthday - No School
	27 Teacher Institute Date - No School
February	20 President's Day - No School
March	5 Casimir Pulaski's Birthday - No School
	9 End of 2 nd Trimester - 66 Days
	21 End of 3 rd Quarter - 44 Days
	22 Parent/Teacher Conferences - No School
	23 Parent/Teacher Conferences - No School
	26-30 Spring Break
April	2 Classes Resume
	6 Good Friday - No School
May	28 Memorial Day - No School
	30 Eighth Grade Graduation (tentative)
June	6 Last Day for Students (if no emergency days used)
	End of 3 rd Trimester - 54 Days
	End of 4 th Quarter - 46 Days
	13 Last Day for Students (if emergency days are used)

FLOSSMOOR SCHOOL DISTRICT 161 MISSION STATEMENT

The mission of School District 161 is to challenge every student, without exception, to acquire a core of academic knowledge and master basic skills. The District will provide a rigorous learning environment where our students will acquire a broad-based education and develop critical thinking skills, all in accordance with the District's Philosophy of Instruction. Our goal is for our students to gain the knowledge and self-confidence they will need to ensure their future success.

SCHOOL DISTRICT INSTRUCTIONAL PHILOSOPHY

Flossmoor School District 161 shall provide each student with a traditional rigorous academic curriculum with a broad-based, core foundation of facts, knowledge and skills that will provide each graduate with an educational base for excelling in high school and beyond.

Students are expected to learn and master a sequential articulated, well-defined curriculum consisting of a thorough understanding of the concepts and automatization of skills in reading, math, writing, language and analytical skills. Students and parents are expected to be active participants in the educational experience. The curriculum offered must challenge each student and allow him/her to progress at a rate commensurate with his/her potential.

Professional staff are expected to use direct instruction, specifically functioning as a classroom leader. Other delivery systems are expected to be data and research based, which utilize current available resources to achieve academic improvement.

The Board of Education directs the administration to implement this philosophy and the Board's regulations in the school district as a basic building block for school improvement.

SCHOOL TIMES

Students may not arrive at school before 8:30 a.m. There is no staff supervision until this time. Parents are expected to provide supervision before 8:30 a.m. and refrain from dropping students off at school until 8:30 a.m.

8:40 a.m.	Students enter the building.
8:50 a.m.	Instructional day begins. Students are expected to be in school and in their classroom ready to begin learning.
11:00 a.m.	6 th Grade Lunch
11:30 a.m.	7 th Grade Lunch
12:00 p.m.	8 th Grade Lunch
3:30 p.m.	School is dismissed.

Students may not be left unattended on the school grounds after 3:30 p.m. In cases of emergency when a student is left beyond the school day, parents/emergency contacts will be called to pick up the student.

Students who are absent for any reason outside of the designated lunch time will be counted absent. The required attendance for full day is 300 or more minutes. Required attendance to be counted as one-half day is at least 150 minutes. Less than 150 minutes is counted as an absence for the day.

These timelines will be followed based on state requirements. Excessive absences or tardies without valid cause may subject students to the consequences associated with these actions.

EMERGENCY SCHOOL CLOSINGS

To find information for school closing tune in to:

Radio	WGN Radio 720 am / WBBN Newsradio 780 am
TV	CBS 2 / NBC 5 / ABC 7 / WGN 9 / Fox and CLTV News
Call	312-222-SNOW Touch-Tone phone needed
Online	Go to the website of any of the radio or TV stations above or go to www.EmergencyClosings.com to search for your facility by name and city or by phone number
E-mail	Sign up for personalized E-mail notification of your facility's status at www.EmergencyClosings.com
District Website	www.sd161.org
SchoolReach	District's Telephone Broadcast System, which will notify all households by phone of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

REGISTRATION/STUDENT FEES

Registration takes place annually for all students. Residency must be verified for all kindergarten and sixth grade students. Additionally a random check of residency is conducted annually. The District assesses fees to cover the cost of textbooks, workbooks, other classroom materials, and other services. In addition, parents have the option of joining the PTO. Fees are due prior to the start of the school year. Students who disenroll before winter break receive a 50 percent refund. There is no refund for disenrolling after winter break.

INFORMATION DIRECTORY

Absence	Junior High Office
Activities.....	Dean/Assistant Principal
Athletics	Athletic Coaches
Classroom	Teacher / Social Worker
Curriculum / Instruction.....	Principal / Assistant Principal / Language Arts,Math, Science and Social Studies Coordinators
Discipline	Dean
Facilities Use / Rental	District Business Office(708) 647-7000
Fees / Financial Matters.....	Junior High Office
Health Services.....	Nurse's Office
Lockers.....	Junior High Office / Dean
Lost Items	Teacher / Dean
Bus Information	District Business Office / Junior High Office / Dean
Report Cards	Assistant Principal
Stolen Items	Teacher / Dean
Transcripts.....	Junior High Office
Visitors.....	Principal/Designee

The administration and staff of Parker Junior High School are proud of the students and their accomplishments. To ensure order and safety, classroom and school expectations are necessary. Parents and students are encouraged and expected to support the District-Wide Positive Behavior Program.

PARKER EXPECTATIONS

Be Respectful
Be Responsible
Be Reliable

Mascot: Falcon
Colors: Blue and Gold

FALCON VICTORY SONG

Fight you Falcons,
Parker Falcons, on to Victory,
Raise your banner,
Show your courage,
Promise loyalty forever.
Fight you Falcons,
Parker Falcons ever brave and true.
Let's win a victory for the gold and blue.
V I C T O R Y, Victory, Victory, that's our cry.

EVERYONE SUCCEEDS WITH CHARACTER COUNTS!

CHARACTER COUNTS!

The Six Pillars of Character

These six core ethical values form the foundation of the CHARACTER COUNTS! youth-ethics initiative adopted by Flossmoor School District 161.

Trustworthiness

Be honest - Don't deceive, cheat or steal - Be reliable - do what you say you'll do - Have the courage to do the right thing - Build a good reputation - Be loyal - stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule - Be tolerant of differences - Use good manners, not bad language - Be considerate of the feelings of others - Don't threaten, hit or hurt anyone - Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do - Persevere: keep on trying! - Always do your best - Use self-control - Be self-disciplined - Think before you act - consider the consequences - Be accountable for your choices

Fairness

Play by the rules - Take turns and share - Be open-minded; listen to others - Don't take advantage of others - Don't blame others carelessly

Caring

Be kind - Be compassionate and show you care - Express gratitude - Forgive others - Help people in need

Citizenship

Do your share to make your school and community better - Cooperate - Get involved in community affairs - Stay informed; vote - Be a good neighbor - Obey laws and rules - Respect authority - Protect the environment

Help young people remember the Pillars by using these creative devices.

COLOR SCHEME

Each of the Six Pillars is associated with a certain color.

Trustworthiness: Blue

Think "True Blue"

Respect: Yellow or Gold

Think The Golden Rule

Responsibility: Green

Think being responsible for a garden or finances; or as in being solid and reliable like an oak

Fairness: Orange

Think of dividing an orange into equal sections to share fairly with friends

Caring: Red

Think of a heart

Citizenship: Purple

Think regal purple as representing the state

TRRFCC

Students can use this acronym to help them remember that people with good character are *terrific*

Trustworthiness

Respect

Responsibility

Fairness

Caring

Citizenship



Parker Junior High School Expectations

**Be
Respectful**



**Be
Responsible**



**Be
Reliable**



Promote

CHARACTER COUNTS!

Parker Junior High School-Wide Behaviors Matrix

Positive behavioral and intervention supports (PBIS) is a proactive approach to establishing behavioral supports and social culture needed for all students in school to achieve social, emotional, and academic success. Flossmoor School District 161 began the PBIS process by establishing clear expectations that are taught, modeled, and reinforced across all settings and by all staff. Our school wide expectations include: Be Respectful, Be Responsible, and Be Reliable.

	BE RESPECTFUL	BE RESPONSIBLE	BE RELIABLE
Bus & Bus Stop	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet, and objects to oneself <input type="checkbox"/> Speak pleasantly to the bus driver when spoken to and follow directions <input type="checkbox"/> Speak with good purpose, using quiet voices and appropriate language 	<ul style="list-style-type: none"> <input type="checkbox"/> ALWAYS SIT ON THE BUS WITH FEET ON THE FLOOR AND AISLES CLEAR <input type="checkbox"/> Get on your assigned bus <input type="checkbox"/> Be alert to traffic at your bus stop <input type="checkbox"/> Line up single file <input type="checkbox"/> Keep track of your belongings <input type="checkbox"/> No food or drink on the bus 	<ul style="list-style-type: none"> <input type="checkbox"/> Be at your bus stop on time <input type="checkbox"/> Go directly to your bus when you leave the building <input type="checkbox"/> Put trash in trash bags <input type="checkbox"/> Keep from speaking or interacting with people outside the bus <input type="checkbox"/> Keep all items inside the bus
Entry & Exit	<ul style="list-style-type: none"> <input type="checkbox"/> Speak to others pleasantly and use appropriate language <input type="checkbox"/> Wait calmly to enter the building <input type="checkbox"/> Follow adult direction <input type="checkbox"/> Take hat off when you enter the building 	<ul style="list-style-type: none"> <input type="checkbox"/> Avoid conflicts and horseplay <input type="checkbox"/> Enter immediately when whistle is blown <input type="checkbox"/> Go directly to your locker or homeroom when you enter <input type="checkbox"/> Walk your bike off campus 	<ul style="list-style-type: none"> <input type="checkbox"/> Enter and exit through appropriate door <input type="checkbox"/> Go to the back of the line at your assigned door when you arrive <input type="checkbox"/> Walkers leave campus as soon as you are out of the building
Hallway & Locker	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet, and objects to oneself <input type="checkbox"/> Speak politely when addressed and follow directions <input type="checkbox"/> Use appropriate language and volume <input type="checkbox"/> Treat others in the hall as you want to be treated 	<ul style="list-style-type: none"> <input type="checkbox"/> Stay to the right side of hallway <input type="checkbox"/> Have your ID on and visible <input type="checkbox"/> Walk safely <input type="checkbox"/> Keep a clean locker <input type="checkbox"/> Use only your own locker and keep it locked 	<ul style="list-style-type: none"> <input type="checkbox"/> Go directly to your next class <input type="checkbox"/> Be on time to class <input type="checkbox"/> Only use locker at appropriate times <input type="checkbox"/> Have a hall pass when in the hall or at locker during class time <input type="checkbox"/> Do not use the gyms as hallways

Gymnasium	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet, and objects to oneself <input type="checkbox"/> Be aware of others during participation <input type="checkbox"/> Be attentive during class instruction <input type="checkbox"/> Speak only at appropriate times <input type="checkbox"/> Keep quiet during attendance <input type="checkbox"/> Be a good sport 	<ul style="list-style-type: none"> <input type="checkbox"/> Take care of the P.E. equipment <input type="checkbox"/> Follow the rules of the game <input type="checkbox"/> Keep gym areas clean <input type="checkbox"/> Walk to and from the gym when class begins and ends <input type="checkbox"/> Remain quiet between the gym and locker room 	<ul style="list-style-type: none"> <input type="checkbox"/> Be on time for class <input type="checkbox"/> Come prepared for class <input type="checkbox"/> Be ready for dismissal to your next class <input type="checkbox"/> Enter and exit the gym quietly <input type="checkbox"/> P.E. equipment may not be used without permission <input type="checkbox"/> Do not use the gyms as hallways <input type="checkbox"/> Do not enter the MUR when a class is in session.
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Parker Junior High
School-Wide Behaviors Matrix

	BE RESPECTFUL	BE RESPONSIBLE	BE RELIABLE
Locker Room	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet and objects to oneself <input type="checkbox"/> Respect others' property <input type="checkbox"/> Use appropriate tone and volume <input type="checkbox"/> Follow adult directions <input type="checkbox"/> Avoid conflict, gossip, and horseplay 	<ul style="list-style-type: none"> <input type="checkbox"/> Use only your own P.E. lock and locker everyday <input type="checkbox"/> Bring your P.E. uniform everyday <input type="checkbox"/> Keep your locker clean <input type="checkbox"/> Wash your P.E. uniform weekly <input type="checkbox"/> STAY AT YOUR OWN LOCKER <input type="checkbox"/> No food, gum, or candy in the locker room 	<ul style="list-style-type: none"> <input type="checkbox"/> Be aware of the time allowed to dress before and after class <input type="checkbox"/> Be on time and seated for attendance at designated class site <input type="checkbox"/> Go to the gym directly after dressing
Classroom	<ul style="list-style-type: none"> <input type="checkbox"/> Wait until someone finishes speaking before raising your hand <input type="checkbox"/> Listen to what others have to say <input type="checkbox"/> Speak when addressed <input type="checkbox"/> Use appropriate language, tone, and volume <input type="checkbox"/> Keep hands, feet, and objects to oneself <input type="checkbox"/> Honor the property of others <input type="checkbox"/> Avoid gossip about others 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow teacher directions <input type="checkbox"/> Focus on teacher instruction <input type="checkbox"/> Turn in homework on time <input type="checkbox"/> Return papers requiring parent signature on time <input type="checkbox"/> Use assignment notebook <input type="checkbox"/> Wear ID <input type="checkbox"/> Maintain a clean working area <input type="checkbox"/> No gum, food, or candy 	<ul style="list-style-type: none"> <input type="checkbox"/> Bring necessary materials <input type="checkbox"/> Be truthful at all times <input type="checkbox"/> Be in assigned seat and quiet when bell rings <input type="checkbox"/> Have needed materials on desk when bell rings <input type="checkbox"/> Avoid verbal or physical confrontations <input type="checkbox"/> No cheating or plagiarism
Washroom	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet, and objects to oneself <input type="checkbox"/> Respect others' space <input type="checkbox"/> Be patient and wait your turn <input type="checkbox"/> If the washroom is full you need to wait outside <input type="checkbox"/> Enter and exit the washroom quietly 	<ul style="list-style-type: none"> <input type="checkbox"/> Wash your hands with soap and water <input type="checkbox"/> Get permission to use the washroom / have a pass <input type="checkbox"/> Avoid verbal and physical confrontations <input type="checkbox"/> Use washroom equipment responsibly 	<ul style="list-style-type: none"> <input type="checkbox"/> Only enter the washroom when using it <input type="checkbox"/> Clean up after oneself / use the trash can <input type="checkbox"/> Go directly from classroom to washroom <input type="checkbox"/> Go directly to class after using the washroom

Parker Junior High
School-Wide Behaviors Matrix

	BE RESPECTFUL	BE RESPONSIBLE	BE RELIABLE
Lunchroom & Lunch Line	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet, and objects to oneself <input type="checkbox"/> Use appropriate language and volume <input type="checkbox"/> Keep food on the table <input type="checkbox"/> Eat and touch only your own lunch <input type="checkbox"/> Use “Please” and “Thank You” when speaking to adults and peers <input type="checkbox"/> Stop talking when instructions from lunchroom supervisors need to be given 	<ul style="list-style-type: none"> <input type="checkbox"/> Have your own ID on and visible <input type="checkbox"/> Leave all books and supplies in hall locker <input type="checkbox"/> Keep single file in the lunch line <input type="checkbox"/> Go to the back of the lunch line <input type="checkbox"/> Bills should not be greater than \$10.00 <input type="checkbox"/> Walk in the lunchroom <input type="checkbox"/> Only handle food items you intend to buy <input type="checkbox"/> Use good table manners 	<ul style="list-style-type: none"> <input type="checkbox"/> Have your money ready <input type="checkbox"/> Buy only your own lunch <input type="checkbox"/> Go directly from cafeteria to lunchroom <input type="checkbox"/> Sit only at your assigned lunch table <input type="checkbox"/> Only 16 students per table <input type="checkbox"/> Clean all food waste and garbage <input type="checkbox"/> Wait to be dismissed from lunchroom <input type="checkbox"/> Go directly from lunch room to locker
Office Areas	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Speak in a positive, friendly, and quiet tone <input type="checkbox"/> Sit quietly while waiting <input type="checkbox"/> Accept directions from adults <input type="checkbox"/> Respect the privacy of others 	<ul style="list-style-type: none"> <input type="checkbox"/> Check in with a secretary <input type="checkbox"/> School phone used for school related business only <input type="checkbox"/> Sign up for appointments with Deans, Social Worker, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Get a pass to go to the office <input type="checkbox"/> Be on time to take medication <input type="checkbox"/> Know what you need before you come to the office <input type="checkbox"/> Ask for a pass before you go back to class
Media Center	<ul style="list-style-type: none"> <input type="checkbox"/> Obey school rules on no food, drinks, or gum <input type="checkbox"/> Treat other students and media staff politely <input type="checkbox"/> Use quiet voices 	<ul style="list-style-type: none"> <input type="checkbox"/> Have your ID to check out books <input type="checkbox"/> Return library materials on time <input type="checkbox"/> Have a pass from a teacher to use the media center or lab 	<ul style="list-style-type: none"> <input type="checkbox"/> Take care of library materials <input type="checkbox"/> Use library equipment and computers appropriately <input type="checkbox"/> Sign in if necessary
Assemblies	<ul style="list-style-type: none"> <input type="checkbox"/> Sit quietly <input type="checkbox"/> Eyes forward <input type="checkbox"/> Listen <input type="checkbox"/> Show appreciation 	<ul style="list-style-type: none"> <input type="checkbox"/> Walk with your class in a single file line to the bleachers <input type="checkbox"/> Classes will be seated one row at a time, follow directions <input type="checkbox"/> Wait to be dismissed by an adult <input type="checkbox"/> Classes will be dismissed one row at a time, follow directions 	<ul style="list-style-type: none"> <input type="checkbox"/> Sit in your assigned area <input type="checkbox"/> Keep appropriate space between peers <input type="checkbox"/> Be a good participant

Check-In Check-Out (CICO)

The CICO process is a positive approach to checking in with students as they arrive and checking out with students before they leave school each day. Students are selected to be in a check-in check-out group to help support the behavioral choices they make and to build positive relationships with adults at school. CICO is not a disciplinary or negative response to student behavior, but a support system to help enhance the student's achievement. Additional support such as weekly rewards, mentoring, additional check times, peer buddy, daily communication with parent, signature requirement, or individualized goals may be added to the CICO process.

Social Academic Instructional Groups (SAIG)

Social workers will provide short-term six to eight week groups that will focus on skill sets that support our students in our PBIS and CHARACTER COUNTS! initiatives. Groups may focus on skills such as academics, organization, self-esteem, impulse control, aggression, appropriate classroom behavior, bullying, and/or other topics.

PARKER JUNIOR HIGH SCHOOL SCHEDULE

TIME	GRADE 6	GRADE 7	GRADE 8
8:50 – 8:57	HOME ROOM	HOME ROOM	HOME ROOM
9:00 – 9:30	CORE CLASS 1	“X”-TIME	“X”-TIME
9:30 – 10:00		CORE CLASS 1	ENCORE/PE
10:00 – 10:30	CORE CLASS 2		
10:30 – 11:00			
11:00 – 11:30	LUNCH	CORE CLASS 2	CORE CLASS 1
11:30 – 12:00	CORE CLASS 3		
12:00 – 12:30		ENCORE/PE	CORE CLASS 3
12:30 – 1:00	CORE CLASS 4		
1:00 – 1:30			CORE CLASS 4
1:30 – 2:00			
2:00 – 2:30	“X”-TIME	ENCORE/PE	CORE CLASS 4
2:30 – 3:00	CORE CLASS 4		
3:00 – 3:30			

ROTATION:

RED DAY: CORE CLASS 1, 2, 3, 4
 PURPLE DAY: CORE CLASS 5, 1, 2, 3
 GREEN DAY: CORE CLASS 4, 5, 1, 2
 YELLOW DAY: CORE CLASS 3, 4, 5, 1
 BLUE DAY: CORE CLASS 2, 3, 4, 5

THERE ARE FIVE CORE CLASSES THAT ROTATE THROUGH THE SCHEDULE. THEY ARE MATH, LANGUAGE ARTS, READING OR WORLD LANGUAGE, SCIENCE, AND SOCIAL SCIENCE.

PARKER JUNIOR HIGH SCHOOL
COURSE OF STUDY
2011-2012

GRADE 6
ENGLISH
 - High
 - Advanced

GRADE 7
ENGLISH
 - High
 - Advanced

GRADE 8
ENGLISH
 - High
 - Advanced

READING
 - High
 - Advanced

R.E.A.C.H. PROGRAM* OR
WORLD LANGUAGE
 High School Program
 (College Prep/Honors)
 - Spanish 1
 - French 1

R.E.A.C.H. PROGRAM* OR
WORLD LANGUAGE
 High School Program
 - (College Prep/Honors)
 - Spanish 1
 - French 1

MATH
 - High
 - Advanced

PRE-ALGEBRA
 - High
 - Advanced

ALGEBRA
 - High
 - Advanced
 - Honors (High School Program)

SCIENCE
 - Earth Science

SCIENCE
 - Life Science

SCIENCE
 - Physical Science
 (Emphasis on Chemistry)

SOCIAL STUDIES
 - Early Civilizations
 - The World

SOCIAL STUDIES
 - U.S. History

SOCIAL STUDIES
 - World Cultures

Physical Education
 (Daily Class)

Physical Education **Physical Education**
 (Daily Class) (Daily Class)

Physical Education
 (Daily Class)

**ART/MUSIC/HEALTH/
 INDUSTRIAL ARTS/
 COMPUTER TECHNOLOGY**
 9 Weeks

**ART/MUSIC/HEALTH/
 INDUSTRIAL ARTS/
 COMPUTER TECHNOLOGY**
 9 Weeks

**ART/MUSIC/HEALTH/
 INDUSTRIAL ARTS/
 COMPUTER TECHNOLOGY**
 9 Weeks

*R.E.A.C.H. (Reading, English, Algebra Concept EnHancement) is a program that supports student needs and increases student achievement. The R.E.A.C.H. program will provide extra support for students in Math and Language Arts.

STUDENT PROGRAM

Course of Study

There are four core classes per day with additional periods for PE, Encore and lunch.

1. Placement levels in English, Reading, and Math are based on a rubric evaluation of standardized test scores and classroom performance through the second quarter of each school year. If a student does not qualify for the Homewood-Flossmoor Honors Algebra class using the rubric, the student will take a placement exam.
2. Parents will be notified of student placement for the next school year after spring break and they will be notified of the appeal process for English, Math, and/or World Language in writing.
3. During the school year questions regarding placement should be directed to the teacher or assistant principal. Additional evaluation may be used to confirm or analyze placements.
4. French and Spanish are offered to seventh and eighth grade students who have previously exhibited proficiency in English class. Some students enter the World Language program through an appeal process. Students taking World Language have one period of English. Students who are not enrolled in World Language class have one period of English and one period of R.E.A.C.H.
5. R.E.A.C.H. (Reading, English, Algebra Concept EnHancement) is a program that supports student needs and increases student achievement. The R.E.A.C.H. program will provide extra support for students in Math and Language Arts.
6. Gifted Program Services at Parker Junior High School include the following self-contained classes for qualifying students:
 - 6th Grade G/T Social Studies
 - 7th Grade G/T Social Studies
 - 7th Grade G/T Science
 - 8th Grade G/T Social Studies
 - 8th Grade G/T Science
 - 8th Grade G/T Visual Arts

In addition, there are many special events and programs * sponsored by the Gifted Program, in which students may participate. These include:

- Scripts National Spelling Bee
- Northwestern University's Center for Talent Development: Midwest Academic Talent Search
- District 161 Science Fest
- Math Bowl
- Student Government Day
- Northwestern University's Accelerated Weekend Experience (AWE)

* Some events or programs have qualification requirements.

High School Credit Courses

Honors Algebra and Geometry are offered to some students who have exhibited excellence in Mathematics. Algebra and World Language programs are closely coordinated with

Homewood-Flossmoor High School. Honors Geometry is offered at the Homewood-Flossmoor High School.

Student Assessments

Flossmoor School District 161 uses assessment information to guide instruction, and make decisions concerning programs. Assessments are mandated by both the State and District. The District's assessments provide normed information and information about individual student growth over time. Students in Grades 2-8 are assessed in the areas of reading, language, and math.

New students to the District participate in assessments to provide information to assist with student placement decisions.

X-Time

The Parker Junior High School schedule features X-time. It provides teams of students and teachers an additional 30 minutes each day to work together to promote student achievement. Student needs will be identified based on assessments with X-time support provided to meet identified needs.

Response to Intervention (RtI)

In recent years, Congress has passed new provisions to our nation's federal education laws- Individuals with Disabilities Act (IDEA) and the No Child Left Behind Act (NCLB) that are designed to encourage school districts to provide general education students additional support as needed.

RtI is a multi-step approach which provides services and interventions, at increasing levels of intensity, to students who are experiencing difficulty in a specific academic area. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based interventions and/or instruction in general education, special education or both.

Identification Cards (ID's)

Permanent picture identification cards are issued to all students. Valid ID cards are necessary to ride assigned buses to and from school, to gain entry to certain school events such as dances, athletic events, field trips, and plays, to check out books, and to obtain a locker combination. **Temporary ID's will not admit students to school functions.** If this card is lost, students will be given a temporary ID, upon the request of the student. Excessive use of temporary ID's as determined at the sole discretion of the administration will result in office or Saturday detentions. The charge for a replacement ID is \$5.00. Every student should have an ID at all times while on school grounds.

School Fees

Fees are \$190.00 per year for textbook rental. Lock fees are as follows: \$11.00 for hall lock and Physical Education lock. If a lock is lost, a \$5.50 charge will be assessed for a new lock. Physical Education uniforms must be purchased for an additional cost of \$20.00 per set. Industrial Arts fees are \$10.00 per student. School fees assume normal wear on textbooks. Books damaged or lost will be assessed at current replacement cost. Repairable damage will be assessed at a prorated replacement cost. The total school fees for the 2011-2012 school year are \$231.00. If you are an eighth grader, your total school fee for 2011-2012 is \$296.00. Sixty-five (\$65.00) dollars of that fee covers graduation expenses such as cap and gown

purchase, graduation party, and yearbook. Students who disenroll before winter break receive a 50 percent refund. There is no refund for disenrolling after winter break.

HOMEWORK GUIDELINES

Purpose of Homework

In our commitment to excellence, Flossmoor School District 161 acknowledges the importance of homework as a continuation of the learning process. Homework provides practice that helps expand academic achievement, self-discipline and responsibility. The effectiveness of homework is based on the coordinated efforts of the schools, parents, teachers and students. The following guidelines were developed by the Homework Task Force based on current research and input from the school community.

Homework Time Guidelines

The following are the suggested guidelines for time allotted for daily homework:

Grades K-2	10 to 20 minutes
Grades 3-5	20 to 60 minutes
Grades 6-8	60 to 90 minutes

- Due to the content in advanced or honors classes, students may be required to spend additional time on homework.
- Every student is expected to spend additional time reading independently and practicing math facts.

Types of Homework

Preparation: Introduction of new materials that enable students to obtain background information, or allows teachers to assess students' background knowledge.

Practice: Reinforces prior knowledge and newly acquired skills/concepts taught in the classroom.

Extension: An opportunity for students to apply acquired skills/concepts to other situations.

Project/Product: An extension of skills/concepts taught in classrooms that may require research. Project expectations and timeframe(s) are communicated to the students. Project should reflect student's work.

Expectations for Students

- Complete homework independently, and turn it in on time.
- Obtain and complete missed assignments in a timely manner.
- Organize materials and assignments using assignment notebooks and/or folders.
- Understand homework before leaving class.
- Check homework and share completed assignments and assignment notebook with family.
- Balance schoolwork and extra-curricular activities.
- Find a quiet place to do homework.

Expectations for Parents

- Develop a regular homework time/routine for your student.
- Provide a homework center that is free from distractions with appropriate supplies.
- Encourage your student to keep track of assignments in an organized way.
- Facilitate independent work and provide support as needed.

- Review completed assignments and assignment notebook/ folder with your student.
- Assist your student in balancing schoolwork and extra-curricular activities.
- Communicate openly with teachers.
- Monitor and limit TV viewing, telephone and computer usage, iPod, video games and other electronic devices.
- Praise your student for having good homework habits.

Expectations for Teachers

- Assign meaningful homework that reinforces, enriches, or supplements classroom activities.
- Check homework and provide feedback to students in a timely manner.
- Coordinate major projects and tests between grade level/ teams when possible.
- Encourage parent communication regarding homework-related questions/concerns.
- Reinforce student responsibility and self-discipline through the completion of homework.
- Communicate homework expectations to parents and students early in the school year.
- Provide instruction and guided practice before assigning homework as independent practice.
- Provide differentiated homework assignments to meet the needs of students when appropriate.
- Count homework as a part of student effort and/or grade.

MIDTERM REPORTS/REPORT CARDS

Midterm Reports

The school year is divided into four academic quarters for all subject areas. Official grades are issued after each quarter. Midterm reports will be mailed approximately 4 ½ weeks into the quarter. If the midterm report is unsatisfactory, it is hoped that action can be taken so a student can achieve satisfactory progress by the end of the quarter.

Report Cards

Report cards are issued four times a year (approximately one week after the end of a quarter) and will be mailed home. Students will have 10 school days from the end of the quarter to make up all "I"/Incomplete grades or the "I" grades will not be given any credit.

DISTRICT 161 GRADING SCALE

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	U

EXTRA CREDIT

Extra credit is only given at the discretion of the teacher. The maximum extra credit a teacher may give is two (2) percent of the total quarter's grade.

Honor Roll

Parker Junior High School publishes two honor rolls at the end of each quarter. The guidelines for the honor rolls are as follows:

1. For grade average purposes, only straight letter grades will be used. “Pluses” and “minuses” may appear on report cards but will not enter into determination of the honor roll, nor do any classes carry a “weighted” grade. Inclusion on the honor roll will be based on the following:

4.0	A
3.0	B
2.0	C
1.0	D
0	U

2. Honor Rolls:
GOLD (high honors) Honor Roll - 4.0 average
BLUE (honors) Honor Roll - 3.5-3.9 average with no “D” or “U” grades in any subject.
3. The honor rolls will be published quarterly and will include the student’s seven subjects.
4. Eighth grade students who have achieved Gold honor roll for all four quarters in eighth grade will be recognized with a gold stole at graduation. Eighth grade students who have attained a combination of Blue and Gold honor roll for all four quarters in eighth grade will be recognized by wearing a white stole at graduation.
5. Grades from band, chorus, orchestra and courses taken off-campus are not included in the computation of honor rolls or National Junior Honor Society eligibility.

Parents may access current grades in the District Skyward Program (www.sd161.org).

CONFERENCE SPORTS AND ACTIVITIES

Parker Junior High School participates in inter-school sports and activities through the South Suburban Junior High School Association (SSJHSA), a conference of ten schools in the immediate area. The interscholastic sports program is limited to grades 7 and 8. Intramurals are provided for grade 6. A fee of \$20.00 is charged for basketball, volleyball, track, cheerleading, cross country and steppers.

The conference sports include boys’ and girls’ cross country, boys’ and girls’ basketball, boys’ and girls’ track, and boys’ and girls’ volleyball. Other conference activities will include band, orchestra, chess, chorus, individual speech competition, a rotating art display, Student Council activities, and National Junior Honor Society.

Students are invited to become involved in the SSJHSA activities either as a spectator or participant. As spectators, students are not permitted to attend away games at other conference schools due to limited seating facilities.

For the enjoyment of all the conference sports and activities, be a good host to visiting teams and follow the conference rules and the code of conduct. Your cooperation and participation will help make this a good year - win or lose. Students who do stay after school for an activity either as a participant or a spectator will not be allowed to leave the building and then return. Students are required to stay in the gym to watch the game, and leave only during half time and between games. Students are encouraged to arrange their transportation home before they attend or participate in any conference sports or activities. **Students MUST be picked up within 20 minutes of the completion of the event.** Failure to meet the above expectation will result in your student being denied participation in or attendance to subsequent events and/or be charged a fee according to Board Policy 7:320.

Sports for boys and girls (7th and 8th grades):

Fall	Cross Country
Winter	Basketball
Winter	Volleyball
Spring	Track and Field

Sports Physicals

All students are required to have a yearly physical exam prior to tryouts for interscholastic sports, cheerleaders, and steppers. No student will be permitted to compete in a try-out, practice, or game unless a physical exam has been completed. Physical examinations are valid for exactly one year and should be completed on an approved IHSA form. Camp physicals are not acceptable.

SSJHSA Schools

Columbia Central School	94 W. Richton Road, Steger	755-0021
Parker Junior High	2810 School Street, Flossmoor	647-5400
Forest Trail Junior	215 Wilson Street, Park Forest	481-2920
Huth Middle School	3718 West 213th Place, Matteson	748-0470
James Hart	18220 Morgan Street, Homewood	799-5544
Brookwood Junior High	201 E. Glenwood-Lansing Road, Glenwood	758-5252
Colin Powell	20600 Matteson Avenue, Matteson	283-9600
Washington Junior High	25 W. 16 th Place, Chicago Heights	756-4841
Memorial Junior High	2721 Ridge Road, Lansing	474-2383
Crete-Monee Junior High	635 Olmsted Road, University Park	367-2400

Code of Conduct for Athletic Events

Visiting teams and spectators are to be treated as our guests.

Respect the decisions of the officials.

Remain quiet during any free throw attempt.

Booing and unnecessary noise are discourteous and will result in immediate ejection from the game.

Students are required to stay in the gym to watch the game, and leave only during half-time and between games.

Under no circumstances should anything be thrown. This will result in an immediate ejection from the game.

Food/beverages and gum are not permitted in the gym.

Students are not permitted to wear hats or have electronic devices in the school.

Adults are expected to model correct behavior for our students.

The overwhelming majority of our junior high students are able to function on a daily basis in a spirit of cooperation and mutual respect for others. However, as is always the case in society in general or in a school setting, rules must be established for those few individuals

who are unable to govern themselves appropriately. Throughout the junior high handbook the latitude and guidelines for student behavior and dress are addressed.

Students may be removed from an inter-school sports team or activity for not following school and/or athletic events rules.

Intramurals

There is an after-school intramural program for sixth graders. A fee of \$30.00 is charged and transportation is provided.

Instrumental Music:

Symphonic Band Practices	Mon., Wed., Fri.	7:50-8:40 a.m.
Falcon Orchestra Practices	Mon., Wed., Fri.	7:50-8:40 a.m.
Concert Band Practices	Tues., Thurs.	7:50-8:40 a.m.
Varsity Orchestra Practices	Tues., Thurs.	7:50-8:40 a.m.

A fee of \$50.00 will be assessed for band and orchestra.

Vocal Music:

- 6th Grade Parker Choir
- 7th and 8th Grade Falcon Choir
- 7th grade Jazz Ensemble
- 8th grade Jazz Ensemble

ELIGIBILITY STANDARDS FOR PARTICIPATING IN OR ATTENDING SCHOOL SPONSORED ACTIVITIES

Participating or attending school sponsored activities is a privilege not a right. Students who perform in a program, game, concert, or some other form of public activity are seen as representatives of Parker Junior High School. The student's standing in school, both academic and behavioral, must meet predetermined eligibility standards. Eligibility standards apply to any student involved in extra- or co-curricular activities (e.g. athletics, drama, band, orchestra, chorus, steppers, cheerleaders, etc.). National Junior Honor Society and Student Council have their own eligibility standards according to their bylaws.

- I. Academic criteria
 - A. Any student earning three D's or one U and one D on their midterm or quarterly progress report becomes ineligible to participate in extra-curricular activities. During the period of ineligibility, students may "try-out" for an activity. If successful in achieving membership the student should practice with the group, but may not participate in any public performance, game, match, etc.
 - B. If a student is ineligible during any quarter, he/she may regain their eligibility every three weeks. The club sponsor, director, or coach will put a grade sheet in each teacher's mailbox on Wednesday of the third week. The teachers will return the grade sheet to the sponsor, director, or coach's mailbox by 3:30 on Friday. The sponsor, director, or coach will bring any eligible student's grade sheet to the assistant principal for approval. If the student meets the eligibility requirements, he/she will be eligible for the next three weeks.
 - C. Grades earned in the fourth quarter of the school year will determine eligibility for the first quarter of the following school year. If a student successfully completes summer school, he/she will regain their eligibility at the start of the first quarter.

II. Behavioral criteria

A. Suspensions

1. Upon being suspended from school (either in or out of school) and/or the school bus for the first time in a school year, the student will be ineligible to participate in any extra- or co-curricular activities for ten school days following the suspension.
2. If a student is suspended from school and placed in the Alternate Education Program or out-of-school, and/or suspended from the school bus for a second time in a school year, the student will be ineligible to attend or participate in any extra- or co-curricular activities for the duration of the school year.

B. Participation in activities

Throughout the school year, students enjoy certain privileges and activities. Students must demonstrate basic responsibilities and appropriate attitudes before they are allowed to participate in these activities. Attendance or participation in any school activities must be earned through demonstration of appropriate student behavior and citizenship. The suggested standards/guidelines will be reviewed on an individual student basis by administration or a designee throughout the school year in order to help determine the eligibility of the student for participation in the activities.

1. Activities include: attending field trips, athletic events, end of the year trips and 8th grade class trip, school-sponsored dances, including the 8th grade graduation party, school-sponsored after-school activities, and participating in the formal 8th grade commencement ceremony.
2. Requirements for participation: students must demonstrate appropriate behavior throughout the school year as supported by behavior records and staff recommendations and students must show respect and cooperation toward adults and fellow students.
3. Review process: Prior to any school-sponsored activity, administrators and/or each team of teachers will have the opportunity to review individual student's records in order to determine their eligibility for inclusion in the activity. The student's severe or repeated misconduct or misbehavior problems will be documented through conduct referral forms and the student management system. Teacher or administrative notations will be considered during the review process.

C. Discipline Points

At 75 points students will be ineligible to participate in school-sponsored activities as outlined in the handbook.

D. Exceptions

In the event of extenuating circumstances, an ineligible student may have his/her case reviewed by the principal or principal's designee and the activity sponsor. After a review of the pertinent facts, the principal or principal's designee may reverse the ineligibility status or set interim stipulations.

SCHOOL ORGANIZATIONS

The following activities are offered to students. These activities are of a school service nature, are an integral part of ongoing Conference activities, or provide for other student interests. Members of organizations that meet before or after school must provide their own transportation. **Only groups or clubs that are school sanctioned and open to all eligible students are allowed.**

Cheerleading

Separate seventh and eighth grade squads of girls and boys will be selected through competitive tryouts and will cheer at home athletic events.

Dance Class (P.T.O. sponsored)

Dance instruction is provided for seventh graders each year. Classes will be scheduled and publicized through the P.T.O. The P.T.O. charges a fee for participation. Classes take place between late September and December on an alternating schedule which will be given to all participants.

Math Counts

Students with high abilities in math are selected on the basis of interest and competitive testing to compete with other schools in selected areas and regional contests.

National Junior Honor Society

A chapter of the National Junior Honor Society will function as the school's service organization for various events and activities throughout the school year. The student must complete an application detailing leadership and service qualities to both school and community. Faculty recommendations and discipline records are used to evaluate citizenship and character. A student who receives multiple detentions, a Saturday Detention or any suspension will not qualify to be a member of NJHS. Successful candidates are inducted in the spring for active membership as eighth graders. Application for NJHS membership does not guarantee membership. Be aware that student conduct in classes, activities, and buses throughout the school year will be a factor in NJHS selection. The group is not merely a scholastic honor roll club. While the initial invitation to apply for membership is issued to seventh grade students with a cumulative grade point average of 3.7 for the first three quarters of their seventh grade year, there are other criteria of equal importance including scholarship, leadership, service, character, and citizenship.

Standards of Academic Excellence (minimum 3.5 GPA each quarter), Citizenship, and Character must be maintained during membership in the eighth grade year.

Newspaper

Students of all grades with an interest in journalism are sought to help with the periodic publication of the "Falcon Fun-Times."

Peer Mediation

Peer Mediation is a proactive program available to all students to assist in conflict resolution. Two trained Peer Mediators assist two of their peers to develop solutions and resolve their conflict in a non-threatening environment. Mediations occur during a scheduled time. Students participate in mediations through self, peer, teacher or administrative referral. Students may begin the process by completing a Peer Mediation request form, which students can get from any teacher and return it to a teacher. He/she will forward the form to the peer mediation monitor.

Science Olympiad

Students with high abilities in Science are selected on the basis of interest and competitive testing to compete with other schools in regional and national contests.

Speech

Instructional workshops will be held for all interested students. These workshops may lead to students participating in the junior high school speech competition. The Speech Team is open to all students.

Steppers

Open to sixth, seventh and eighth grade students. The students will perform during the basketball season at half-time.

Student Council

The Student Council works in cooperation with the faculty and administration of the school to make decisions concerning school activities and practices. Student representatives are elected from each homeroom and must attend meetings throughout the school year. Elected officers represent all grade levels.

Yearbook

This group of students assists with the annual publication of the yearbook. Meetings are held after school on days to be determined by the yearbook staff and sponsor.

PARENT/GUARDIAN PROCEDURES AND EXPECTATIONS

We believe that the most important influence in a student's life is the adults he/she lives with. Please make sure that you:

- Provide the school, in writing, with accurate, updated, current contact information.
- Encourage your student to come to school prepared and ready to learn, on time, appropriately dressed, fed, and with proper rest.
- Model and insist that your student show respect and courtesy to others.
- Expect that your student will conduct herself/himself in a safe and orderly manner at all times.
- Support the fair and consistent enforcement of school rules and any consequences given by the teacher, staff, or principal for a student's failure to meet school expectations.
- Enter the main entrance, sign-in at the school office, and wear a visitor/volunteer badge when visiting.
- Monitor student learning by reviewing homework and reading with your student.
- Attend school conferences and respond to school correspondence in a timely manner.
- Pick up your student from school at the designated time. **After two (2) late pickups of 20 minutes or more, the parent is requested to conference with school administration regarding the late Student Pickup Policy 7:320. Upon the third late pickup the parent will receive written correspondence outlining the late pickup fee schedule and a copy of the policy. For each succeeding occurrence, a fee will be assessed according to the terms of the letter as set forth in the late student pickup policy.**
- Respond to the school's request to pick up your student because of illness or disciplinary infractions.
- Demonstrate the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

NO CHILD LEFT BEHIND ACT

The *No Child Left Behind Act* is a federal law affecting every K-12 school in the country which receives federal Title I funds. Key requirements of the law include closing the achievement gap, holding schools accountable for learning, and having a “highly qualified” teacher in every classroom.

Standards such as those in the federal law may be “new” in many schools, but Flossmoor District 161 has had high academic and accountability standards for years.

Parents/guardians are advised of their right to receive information about their student’s academic performance and the performance of their student’s school. This information is provided in Student Progress Reports and on the School Report Card issued in fall. Teachers of record must be “highly qualified” under federal and state statutes in core academic areas.

Under federal law, students who are homeless have equal access to a free, appropriate public education. A “homeless student” is defined by the *McKinney Homeless Assistance Act* as amended by the *No Child Left Behind Act*. Under the law, homeless students may attend the school the students attended when permanently housed or the school in which the students were last enrolled.

For additional information on *No Child Left Behind*, please see your school principal.

STUDENT/PARENT GRIEVANCE PROCEDURE

Any student or parent claiming a legitimate grievance may appeal by following District 161’s referral process in the Policy Handbook.

Visitors

All visitors must report to the junior high office to obtain a visitor’s pass. Passes will not be issued to students from other schools or to students under five (5) years of age, unless prearranged through the junior high office. Students are not allowed to bring visitors into the building during the school day. Persons violating this regulation will be requested to leave the building immediately and provide their own transportation. Visitors are not permitted to use District 161 transportation services. Persons entering the school without passes or proper authorization will be considered trespassers and will be subject to police action.

All parents requesting formal classroom visits will need to schedule with the building principal at least 24 hours in advance.

Telephone/Address Changes

When a student’s telephone number or residence changes, **the junior high office should be contacted immediately**. These changes may be handled during regular school hours. Proper information is necessary so that all students’ safety and health may be maintained.

Parent/Teacher/Dean/Administrator/Team Conferences

Parents should feel free to contact teachers for conferences if they have concerns about a student’s progress. Conferences should be arranged through direct contact with the teacher or the student’s social worker. By scheduling a conference in advance the teacher and/or administrator can arrange to be available and better prepared for the meeting.

STUDENT RECORDS

The Right Of Parents/Guardians And Students

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and honors and awards received. The permanent record shall be kept for sixty (60) years after graduation or permanent withdrawal.
2. The student's temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, disciplinary information, any verified reports or information from non-educational persons, agencies or organizers and records of release of temporary record information. Temporary records are kept for five years after the student graduates or departs from the school District.
3. Parents/guardians have the right to:
 - a. Inspect and copy any and all information contained in their student's record. There may be a small charge for copies, not to exceed 25 cents per page. The fee will be waived for those unable to pay such costs.
 - b. Challenge the contents of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will be scheduled with the principal to discuss the matter. If satisfaction is not obtained, a formal conference will be scheduled with a hearing officer who may be a member of the administration of another District school.
 - c. Receive copies of records proposed to be destroyed. The school will notify the parent/guardian of the destruction schedule.
 - d. Inspect and challenge information proposed to be transferred to another school District in the event of a move to another school District.
4. Local, state, and federal educational officials have access to student records for education and administrative purposes without parent/guardian consent. Students' records shall also be released without parent/guardian consent pursuant to a court order or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed, written consent of the parent/guardian or eligible student.
5. The following is designated as directory information and shall be released to the general public, unless the parents/guardians request that any or all such information should not be released: student's name and address, information or participation in school sponsored activities and athletics, the student's major field of study, period of attendance in the school, weight and height of members of athletic teams, telephone listing, and most recent previous educational agency or institution attended.

Insurance

Every student will receive accident insurance provided by District 161 at no cost. Optional dental insurance may be purchased. Forms will be available in the junior high office.

District 161 provides supplementary insurance to cover costs related to an accident or injury at school. Each school office has an informational brochure which contains coverage information. Claims must be filed within 60 days.

Free Lunch/Waiver Of Fees

Each year the State of Illinois establishes economic guidelines whereby students qualify for free lunches and the waiver of fees. These guidelines and forms are available at registration and from the school office. Forms must be completed and approved for students to receive a

free lunch and/or a fee waiver.

Emergency Drills/Crisis Intervention/Student Safety Tips

District 161 helps to ensure that our schools are safe places for students to learn. In order to support security, surveillance cameras are located inside and outside of the school building. Each year, we practice exiting the building in case of a fire or other emergency. We also practice for weather-related emergencies by organizing drills each school year. Each school has a crisis intervention team to help implement the District's Crisis Intervention Plan. While we hope that we never need to respond to a real emergency, our practice helps all of us to know exactly what to do should one occur.

We work with local police and fire departments to protect the safety of our students. Please stress with your students the following safety guidelines. They are important when walking to and from school or the bus.

1. Teach your students the importance of staying with a friend when walking to and from school, or around the neighborhood.
2. Teach your students that adults ask other adults for help; they don't ask students. Don't talk to people you do not know.
3. Remind your students that if they see something or someone suspicious, they should report it to their teacher immediately.
4. Remind your student not to get into any vehicle if he/she does not know the driver.
5. Finally, we teach the students that if something scares them, the school is a safe place to go. The school office hours are from 8:00 a.m. - 4:30 p.m. every school day.

Absenteeism/Truancy/Tardies

District 161 policy discourages any absence other than for illness, family death, observance of a religious holiday, family emergency, circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student, or other situations approved by the school principal.

A. Expectations

For a student's absence to be excused, parents must call the 24-hour automated attendant number when a student will not be in attendance. Under certain circumstances, District 161 may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence. The District expects parents or guardians to make reasonable efforts to ensure the regular attendance of their students and to inform the school of all absences and their causes.

B. Absenteeism

District 161 considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness. Students are to complete missed schoolwork within the number of days absent, i.e., a student absent for five days will have five school attendance days to complete the work upon his/her return to school.

1. When a student is absent from school he/she will miss a learning opportunity that can never be exactly duplicated. Regular attendance is the key to successful learning. **If your student is ill and will not be in school, please call the school attendance line 708-709-7699 mailbox number 2051 or**

708-647-5403 by 8:45 a.m.

2. When calling to report a student absence, please provide the following information:
 - Student's name
 - Date of absence
 - Reason for absence
3. Homework requests can be made only if your student has missed two full days of school. To request homework, you must call the school office by 10:00 a.m. Please do not leave a message on the attendance line. Homework may be picked up in the main office no earlier than 4:00 p.m.
4. If a student is absent for five consecutive days or more, a physician's note is required for re-admittance to school.
5. In compliance with the state attendance guidelines, accumulated minutes resulting from tardies or early dismissals may be reported as an absence.

C. Tardies

District 161 views tardiness as a serious concern. Tardy students miss important instruction at the start of class and can be a distraction to other students and the learning process. Excessive tardies will result in administrative intervention and disciplinary action. Punctuality and consistent attendance are important qualities that effect student achievement. If your student arrives late to school (after 8:50 a.m.), please have him/her sign-in at the main office to obtain a pass.

D. Vacations

District 161 discourages parents from taking students on vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Upon their return, students are responsible for contacting their teachers to gain information regarding missed school work. Students are to complete missed schoolwork within the number of days absent, i.e., a student absent five days will have five school attendance days to complete the work upon his/her return to school. Parents should not expect homework for students prior to missing school due to a vacation. Please inform the attendance office, with a phone call or a note, if your student will be absent from school due to an out of town outing/vacation.

E. Truancy

District 161 considers a student to be truant when she/he is absent without a valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois School Code.

1. Chronic Truancy - A student is a chronic truant if he/she is absent without valid cause for 10% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.
2. Truant Minor - In keeping with Section 26-2a of the Illinois School Code, a truant minor is a chronic truant to whom resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.
3. Resources and Supportive Services - The following resources and supportive services are available to students with attendance problems and their parents or guardians: a) Conferences with school personnel; b) Counseling services through placement in alternative education programs, and c) Referral to community agencies for appropriate services.
4. Truancy Referrals - District 161 will refer chronic truants to the Cook County ESR in accordance with current procedures established by the Cook County

Truant Officer.

5. Punitive Action - In keeping with Section 26-12 of the Illinois School Code, schools in this District will take no punitive action, including out of school suspensions, expulsions, or court action against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parent(s) or guardian(s).

SPECIAL EDUCATION

Flossmoor School District 161 offers special education and related services to meet the varying needs of students with disabilities. Any concerned person, including District personnel, the parent(s) of a student, or an employee of a community service agency may refer students for a special education evaluation. The department has the resources of psychologists, social workers, nurse, health coordinators, speech pathologists, special education aides, case managers and special education teachers to provide services to students who are identified as eligible for special education and related services under the Individuals with Disabilities Education Act. The District provides special education and related services to eligible students from three (3) to fourteen and a half (14.5) years of age. There are some students whose needs cannot be met by District programs. These students may be referred to other special education cooperative units such as SPEED or ECHO and in some instances to state or private programs. Most students attend school at their home schools and receive resource and/or related services.

PARENT VOLUNTEERS / PARENT TEACHER ORGANIZATION (PTO)

The PTO is an organization of parents and staff members who work together to promote the best possible education for School District 161 students.

Volunteers

District 161's Volunteer Program, coordinated by the PTO, has always relied on the rich resources of its talented and willing community, inviting residents to come to the school to share time, talent, hobbies, travel experiences, and other enriching activities with students. Adults who would like to devote a few hours per week on a regular basis to educational programs are always encouraged.

For further information, please contact the principal of the school in which you would like to help.

The PTO Executive Board provides leadership for all five schools in District 161. Its officers, elected for two-year terms, include a President, First Vice President, Second Vice President, Membership, Recording and Financial Secretaries, and Treasurer. Each school is represented by Building Chairs who function as liaisons between the school and the PTO Executive Board.

2011-2012 DISTRICT 161 PTO BOARD MEMBERS **ELECTED OFFICERS**

President
First Vice President
Second Vice President
Membership Secretary
Recording Secretary
Treasurer

Pamela Floyd
Maggie Bachus
Saundra Boyd
Tracy Brown
Patricia Wallace
Marie Dwyer

The Executive Board oversees a number of committees which are either educationally based, such as Junior Great Books, or focuses on raising money for the schools through activities, such as the Mardi Gras fundraiser. Funds to provide enrichment activities and additional materials for students are raised and distributed on the District level by the PTO Executive Board. Additional activities are organized at each school by the school's Building Chairs. Money raised through these school-based fundraisers is funneled directly back to the school.

2011-2012 PARKER JUNIOR HIGH SCHOOL **BUILDING CHAIRS**

Katie Coderre Alicia Gavin Laurie Nicolazzi Carla Porter-White Stephanie Weber

The PTO is an important part of our School District. We hope you will join the PTO.

“STUDENT...WHAT TO DO IF...”

You are absent...

In case of student absence, a call from the parent is required before 8:45 a.m. Students are responsible for schoolwork missed. It is the student's responsibility to see each teacher to obtain the assignments. Schoolwork may be requested through the Junior High office during and after the second consecutive day of absence, but the request must be made no later than 10:00 a.m. for assignments to be available that day.

You are late arriving at school (after 8:50 a.m.) ...

If your student arrives late to school (after 8:50 a.m.), please have your student sign-in at the main office and request a tardy slip. Your student will be excused tardy for the following reasons:

- Early doctor appointment with proper verification slip of appointment form from doctors office
- Religious observance

If you know that your student will be in late due to any of the above excused reasons, please call the attendance office. **All other tardies will be unexcused.**

You are tardy to your next class...

Students who are detained after a class by a teacher and think they will be late for their next class should obtain a pass stating the delay. The pass should be given to the next teacher. Students are reminded that tardiness to class is a matter to be handled between the student and the teacher. The office will not write passes for students who arrive late to a class. All students arriving to class late without a pass will be admitted to class and will be marked tardy.

You forgot your lunch or lunch money...

The faculty or administration will not provide money for students to purchase lunch. Therefore, if a student forgets their lunch/money, a packaged lunch is available for \$2.50 upon student and parent request. The parent must pay \$2.50 the next school day.

You wish to participate in or attend an after-school or evening activity or event...

Students must attend school for at least three and a half hours on the day of an activity

or event in order to be eligible to participate or attend. You will be expected to arrange for your own transportation and must vacate the building within 20 minutes of the end of the activity. Exception may be made due to family hardship or illness. These exceptions must be approved by the Principal and Superintendent.

You must be dismissed early...

The attendance office must be informed of any early dismissals. A written request should be presented to the student's homeroom teacher, who will initial it and send it to the office at the beginning of the day, not at the time that the student wishes to leave. A student is never to leave the building without being dismissed through the nurse's office or the junior high office. The adult picking up a student for an early dismissal must sign the student out at the junior high office. If the student returns before school is dismissed, the student should sign into the junior high office with the administrative assistant. This includes leaving the building for lunch.

You are leaving school for a vacation...

The faculty and administration discourage vacations during the school year and do not give approval in cases of requests. Parents and the student must assume responsibility for any such absence. If a student is going to leave school for this reason, the student should inform the teacher of the days absent, and an assignment schedule will be determined. Teachers are not expected to provide extra help if a student is away on vacation, nor are they expected to prepare advance assignments.

The fire alarm sounds...

The FIRE ALARM is a CONTINUOUS BUZZING SOUND and FLASHING STROBE LIGHT. The teacher is in complete charge of the class and, since oral instructions must be given and understood, absolute silence is required throughout a drill. Failure to do so may result in a disciplinary action. Students sitting near the windows will be requested to close them. The last student to leave the room is to turn out all lights and close the door. The teacher has been instructed to lead the class, so students must follow quietly and quickly. The last student to leave by a given exit is expected to close the door.

A disaster alarm sounds...

The DISASTER ALARM is an INTERMITTENT RINGING OF THE SCHOOL BELLS. At the command of the teacher, students will file into the hallways and be seated in front of the lockers. If a "duck and cover" instruction is given, students should place their head on their knees and cover the back of their head and neck with their hands. In a "take cover" situation, absolute quiet is necessary since directions to students and teachers will be given verbally. Failure to do so may result in a disciplinary action. In case of a tornado alert or drill, classroom windows and doors are to be closed. In both alarm situations, the "all clear" is signaled by administration.

You bring your school supplies to school in a back-pack, book bag, or athletic bag...

Students are welcome to use various types of bags to bring their books and supplies to school as long as they fit easily into the locker. Upon arriving at school, such bags are to be stored in the hall locker until the end of the school day. They may not be carried in school during the school day.

You need to make a phone call...

Phones inside the office are available for student use with permission from the office.

A parent brings something to school for you...

All deliveries must be brought to the main office; they should never be taken directly to a classroom. Only emergency messages will be sent to a student. Lunches, books, homework, Physical Education uniforms, etc. will not be delivered to the classroom. It is the student's responsibility to check in the office and pick up his/her lunch if it is delivered. School personnel will not deliver lunches. Unclaimed lunches will be disposed of at 1:00 p.m. Birthday, special occasion, and/or congratulatory deliveries such as balloons or flowers may not be delivered to students in classes or in the lunchroom, as it is a disruption to the orderly operation of the school. Likewise, deliveries by commercial services to students in the school during the school day will not be permitted.

You ride your bike to school...

Bike racks are located on the east side of the building. Bikes must be parked in the racks and locked. There are ample racks for all bikes, if parked correctly. After parking your bike, proceed to the assigned entrance for your homeroom. The school is not responsible for damage or theft to bicycles. Students may not ride a bike on school property at any time.

Rollerblades/Skateboards/Scooters...

Rollerblades, skateboards, heelies, and scooters are not permitted on school grounds.

It is raining or is extremely cold...

Students will be admitted early to the building in rainy or snowy weather or when it is extremely cold. The outdoor supervisors will signal early entry to the building. Upon early entrance to the building, students should use their assigned doors and report directly to the designated area.

You are assigned an after-school detention...

District Policy provides procedures for detention. This policy is part of the packet of policies students and parents are asked to read and return with a signature.

There is a problem with bus schedules, bus stops, behavior on the bus, etc...

Such problems or questions should be submitted to the Junior High office.

You remain after school for any reason...

Students not involved in a school activity or staying at the request of a teacher should leave the building within ten (10) minutes of their last class. Disciplinary measures will be used to correct loitering.

You wish to talk to the Social Worker...

The social worker acts as a coordinator of student personnel services. The services involve educational, personal, and vocational counseling. In addition, the student personnel services can include special testing, special class placements, class schedule inquiries, etc. All students should feel free to arrange conferences with their social worker. Teachers will assist students in making an appointment with the social worker. In certain cases, a student may receive a pass from other teachers, or the office, to see the social worker. In all cases, admission to the social worker's office is by a pass. Social workers will be assigned by grade level.

Social Worker assignments are as follows:

Grade 6	Ms. Davis
Grade 7	Mrs. Sims-Rucker
Grade 8	Mrs. Black

You have a concern about another student's behavior or activities...

Students who have a concern about inappropriate behavior or activities should discuss the concern with a responsible adult. Parents, teachers, social workers, deans or administrators should be contacted to report the behavior in question. This will allow for appropriate follow-up action. Help keep Parker a safe place to attend school by being responsible and reporting such behavior.

Dean assignments are as follows:

Grade 6	Mrs. Bayles
Grade 7	Mr. Westerlund
Grade 8	Mr. McNair

You have a concern about substance abuse...

The best response to a concern about substance abuse is to discuss it with a responsible adult who has good information available or can refer the student to someone who does. Concerns may involve yourself, a friend, a member of your family, or students may just have a question that needs an answer. A number of people at school can help students find out what they need to know or suggest a person or place for help. The social workers, teachers, deans, or school administrators are available to answer questions about substance abuse.

You are ill or become injured at school...

A nurse is on duty at the junior high each day. Students should receive permission and a pass from the classroom teacher and report to the nurse should they become ill. All accidents and injuries should be reported to the health office immediately upon occurrence. District 161 provides supplementary insurance to cover costs related to an accident or injury at school. Each school office has an informational brochure which contains coverage information. Claims must be filed within 60 days.

You lost something or found something...

Articles which are found are to be turned in to the lost and found area. If students wish to check for a lost item, they should secure a pass and go to the lost and found. Valuable items or large sums of money should not be brought to school. Lost and found items that are not claimed are donated to charity periodically throughout the school year.

Your hall locker does not work...

If a student cannot open his/her locker, the student should secure a pass from the teacher and report to the office. Students should be sure they are using the correct combination before reporting to the office. **Students should never share a locker or lock combination with other students.**

Your gym locker does not operate correctly...

Gym teachers are responsible for gym locker problems and any problems should be reported to them. Students should check with the Physical Education teachers if a gym lock or clothing is misplaced. **Students should never share a locker or lock combination with other students.**

You are attending a school-sponsored activity...

Appropriate school dress (refer to Standards of Dress) is to be worn at all school activities. Any variation for special dress will be announced. Appropriate conduct is expected. Any misconduct will be cause for dismissal from the activity and regular school disciplinary measures. Approximate end-times are announced for most events. In some cases such as school dances, specific end-times are announced. Students must make transportation arrangements in advance. In the event that parents/guardians fail to pick up their children within **20** minutes following the conclusion of the school day or activity, the Board of Education authorizes the District 161 Administration to implement corrective action, which may include, but is not limited to charging a fee to the parents/guardians and/or denying the children non-academic privileges (e.g., suspending a child's participation in extra-curricular activities, suspending a child's participation in non-academic field trips, etc.).

You are having a conflict with a peer...

Students should complete a peer mediation request form which is available from any teacher and return it to any teacher at Parker Junior High School. He/she will forward the form to the peer mediation monitor.

You need to update your Student Information...

Should you move, change employers, get a new phone number, or change the emergency contact person, please let the school office know immediately. Your address and telephone numbers help us to keep in touch with you and are important to your student's health and safety.

MEDICATIONS

These guidelines cover both prescription and non-prescription medications including Tylenol, cough syrups, cough drops, eye drops, and cold medications. When a student requires daily or regular medication, parents/guardians should make every effort to give the prescribed doses of the medication at home. If at any time your student needs to take medication at school, the following guidelines must be adhered to:

1. A physician's authorization (District form) shall be provided to the school detailing the name of the student, the name of the drug, and any side effects, dosage, time interval in which the medication is to be taken, and a number where the physician/dentist can be reached.
2. A parent/guardian must provide to the school a written request (District form) authorizing the administration of the prescribed medication at school.
3. Medication must be brought to the school by an adult, in a closed, properly labeled container from the pharmacy. The label should include the name of the student, physician, pharmacy, medication, dosage, prescription number, date filled, and number of refills. Over-the-counter medication should be in the manufacturer's original package. The medication is to be given to the Health Coordinator or school administrator. Medications must be stored in a locked cabinet that is used for medication storage only.
4. Medications must be administered in the school's Health Office.
5. For the safety of your student and others, students are not allowed to carry with them or have in their possession prescription or non-prescription medications without approval for self-medication. Parents of students with diabetes are encouraged to contact the District nurse to develop a Diabetes Care Plan if assistance with managing the condition in school or at school sponsored activities is desired.

6. Parents/Guardians may request that their student carry and self-administer emergency medications for asthma (inhalers) or anaphylaxis (epinephrine auto-injectors). Parents/guardians who request their student to carry and self-administer their emergency medications for asthma and anaphylaxis must complete necessary additional consent forms.
7. When on a field trip, the teacher in charge will carry daily and emergency medications on his/her person and supervise the student taking the medication at the appropriate time. Medication for students participating in after-school field trips and sporting events is the responsibility of the parents and will not be transported from the school health office. There will be no access to medications locked in the health office after 3:45 p.m.
8. Medications will not be transported from the school health office for students attending H-F High School for daily classes.
9. Physician and parent authorization for medication must be updated at the beginning of each school year and during the school year if there is a change, in any way, in the prescription.
10. Parent/guardian is responsible for picking up all medications at the end of the school year. All medications will be disposed of on the last day of school at dismissal time. Students are not permitted to transport medications at any time with the exception of self-medications.

PHYSICALS/IMMUNIZATIONS

It is mandatory under Illinois law that all school students be immunized before entering school. It is also required that all students have a completed physical examination when they enter early childhood, pre-kindergarten, kindergarten, and sixth grade. All areas of the physical must be complete including health history and physical education approval. New students to the District must provide evidence of a physical exam and a current immunization record regardless of their grade level prior to attendance. Transfer students from out of state/country must have a health examination on the required Certificate of Child Health Examination form.

DENTAL

Illinois state law requires a dental examination for all students entering kindergarten, second, and sixth grades. The examination must be performed and signed by a licensed dentist and returned to school by May 15, 2012.

VISION

Illinois State law requires proof of an eye examination for all students entering kindergarten or the year the student is first enrolled in the State of Illinois. The examination must be performed and signed by an optometrist or physician who provides complete examinations. The examination must be completed on the approved form and submitted no later than October 15, 2011.

PHYSICAL EDUCATION

All student physical examinations must include an approval for physical education class prior to participation. A physician must verify any condition that would cause your student to be restricted from participating in physical education classes. A student returning to physical education classes must have the approval of their physician. Students may be excused from participation in physical education for up to three (3) consecutive days with a note from a parent. Non-participation beyond 3 days will require a note from a physician.

Returning to participation earlier than prescribed will require written consent from the person who originally issued the note of excuse. Students may be expected to go outdoors for physical education and should be prepared with appropriate clothing. A physician's note restricting physical education may result in a student's inability to participate in athletic extra-curricular activities for the duration of the written excuse.

STUDENT ILLNESS

The following information is intended to assist parents in making decisions about health and illness:

- A student with a temperature of over 100.0 degrees will not be allowed in school. A student must be fever-free for twenty-four hours before returning to school.
- If a student has a persistent stomachache, vomiting, and/or diarrhea, the student will not be allowed to remain in school.
- A student with a sore throat, hacking cough, thick nasal discharge, and/or irritated draining eyes should not attend school.
- A student with a rash will be sent home from school.
- A student with nits/head lice will be sent home from school. The student must remain out of school for 24 hours in order for medication to be effective. Additionally, the student's hair must be free of nits upon return to school. Students will be checked prior to re-admittance to the classroom.
- Communicable diseases such as chicken pox, ringworm, fifth disease, streptococcal infections, conjunctivitis, and head lice must be reported to school. In cases of certain infectious diseases, or suspected diseases, a physician's re-admission note is required to return to school.
- A student who comes to school ill, or becomes ill during school, will be sent home.
- If a student is ill, it is the parent's responsibility to pick up their student, or notify school or another adult that will pick up the student.
- Adults listed as emergency contacts should be within a reasonable distance in order to reach the school in a timely manner. These contacts will be called if we are unable to reach a parent/guardian in the event a student is ill, or in an emergency situation.
- If a student needs emergency care and is transported to the hospital via ambulance, it will be a medical determination whether care will be given prior to parent consent.
- If a student is absent for five (5) consecutive days, a physician's note is required before returning to school. Also, students who have injuries such as sprains and fractures, need to have a physician's note stating any restrictions of activity and the recommendations to allow equipment (crutches) in the school setting. A note will be required to allow the student to participate again after the injury is healed and/or the cast and/or the crutches are no longer needed. Students will not be allowed to participate again until the release from the physician is received by the health office.
- The annual health information sheet should be filled out prior to the start of the school year with current health information, and updated with changes. It is important for parents to note all health concerns, including allergies to peanuts and bee stings. Health information is shared with only those staff members who have a legitimate interest to know the information for the safety of your student.

VISION/HEARING SCREENING

Vision and hearing screening will be done as mandated, during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your student is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been

administered within the previous twelve months and that evaluation is on file at the school. Vision screening is *not* an option. If a vision examination report is not on file at the school, students in the mandated grade will be screened.

CLOSED CAMPUS POLICY

Parker Junior High School operates under a “closed campus” policy. Once students are on the school grounds, they must remain on the school grounds unless given permission to leave by an administrator or dean. Regarding morning arrivals, students must remain on school property once they arrive and may not leave the grounds for any reason. Regarding afternoon dismissals, students who leave school property may not return without being accompanied by a parent/guardian. For example, students who go to neighborhood stores may not return to after school functions or ride home on the school bus.

LUNCHROOM POLICY

The junior high maintains a “closed campus” during the lunch period and all students are expected to remain on the school grounds during that time. The only exception to this will be by parent request and the parent must agree to assume direct supervision for their student during the lunch period.

Instead of parents bringing lunches to the office, it would be appreciated if parents would allow their student to bring a sack lunch or buy a lunch from school. This will help make students more independent and reduce the traffic in the office during the lunch hours. The lunchroom will not accept bills larger than \$10.00.

Parker is a large school and the only way an active organized program can work is for all involved to respect one another and assume responsibility for their own behavior. The table and floor around the student should be left in a clean condition for the next group. Any student referred for throwing food, littering, or misconduct will be subject to disciplinary action. Food taken out of the lunchroom will be confiscated and disposed. Lunchroom expectations will be posted in the lunchroom. **Students are not allowed to distribute treats/snacks in the lunchroom.**

Students may purchase a nutritious lunch at school, or bring a lunch and purchase milk if they so desire. Beverages should be brought in an unbreakable container. Glass containers are not allowed in school and will be confiscated. Cooperation with the lunchroom personnel, custodial staff and fellow students is expected. For those who qualify for a free lunch under state and federal guidelines, a hot lunch and milk will be provided.

PARTY PROCEDURES

Room parties as indicated by School Board policy are not permitted at the junior high. However, group incentives may develop as the year progresses.

Treats / snacks can only be distributed during homeroom with permission from their homeroom teacher.

PICKING UP AND DROPPING OFF YOUR STUDENT

When driving students to school, please be extra careful. Students do not always act in logical ways or look before running into a street. Student safety is everyone's responsibility.

When dropping students off for school or picking them up, please follow these procedures:

- Motorized vehicles are not permitted to enter the school parking lot from 8:15 to 9:00

a.m. and from 3:00 to 4:00 p.m.

- The State of Illinois prohibits cellular/Smart phone usage in a school zone while operating a motorized vehicle.
- Observe all posted parking and traffic signs, including the bus zone. Be careful around the crosswalks.
- Insist that your students cross at the corner. Never allow crossing between the cars or buses.
- Respect our neighbors. Do not park in their driveways or block them.
- Never pass a school bus when its red lights are flashing and the stop sign is extended.
- Illinois law states that passing a school bus with its stop arm extended and its lights flashing may result in a mandatory suspension of a driver's license from three to six months and a fine between \$250 and \$750. Your efforts in observing the signals and lights of the school buses will help keep the students safe when boarding or exiting the school buses. The local police departments will cite motorists who do not adhere to these important bus safety laws.
- Students will only be released to persons listed on the Student Information Form filled out at registration by the parent/guardian. Emergency contact persons must bring proof of identification.
- If your student's after school routine will be different than usual, please send a note or call the school office by 1:30 p.m.

Please share these guidelines with relatives or caregivers who might also pick up or drop off your student at school.

BUS EXPECTATIONS

District policy and procedures outline expected student conduct on the school buses (refer to the Policy Handbook).

Bus safety is everyone's responsibility. By following these procedures, all students can expect a safe ride.

- When waiting at the bus stop, stand away from the road, behave responsibly, do not litter, and do not board the bus until it has come to a complete stop.
- Stay seated while the bus is in motion and remain seated until the bus has come to a complete stop at the appropriate destination.
- Keep your hands and your head inside the bus at all times. Pushing, tripping, fighting, throwing objects, or delaying the bus are considered to be inappropriate and improper bus conduct.
- Loud talking, unacceptable language or gestures, discourteous or annoying conduct will not be tolerated as it distracts the driver from transporting students safely.
- Treat the bus equipment with care and help keep the bus clean. No eating or drinking will be allowed on the bus.
- Keep the aisle clear at all times. Backpacks, books, coats, and other objects should be kept on your lap to allow for a safe exit in case of an emergency.
- In case of emergency, remain in the bus until the driver or another adult gives instructions.
- Students are under the supervision of the bus driver and/or school personnel while on the bus. Assigned seats may be enforced.
- Only eligible students can ride the school bus. **Students are expected to ride only their assigned bus and should board and exit at their assigned stop. Parents may not request a temporary change in bus assignment.**

- Improper bus conduct will result in disciplinary action and possible loss of bus privileges.
- Video monitors and equipment may be present on the school bus and used when transportation is provided for any school related activity.
- When dismissed from school, students must go directly to their bus. Buses will not wait for late students.

Parents are encouraged to contact Parker Junior High School if there is a bus related incident or concern. Parents may not board or ride the bus to or from school.

ACTIVITY BUS

This year, three routes have been established and will run at 4:30 p.m. on Tuesday and Thursday for students who participate in activities such as academic help, Yearbook, Newspaper, Science Olympiad, Math Counts, Band and Orchestra. Only students who have a signed permission slip on file will be allowed to utilize the activity bus.

VANDALISM, WILLFUL DAMAGE, RECOUPMENT

Students and their parents shall be liable for any costs to the District for any act of vandalism, loss, theft, or damage to any school-owned equipment, school-owned books, damage to buildings or other property owned or held by the District. (This does not include normal wear and tear or depletion of items normally considered “consumables,” except workbooks.)

The District may use any means available under the law for effecting recoupment including remedies available to it under the Illinois Parental Responsibility Act. The District may also impose the suspension of the student from any extra-curricular activity until recoupment is satisfied.

The exercise of any civil remedy by the District does not preclude prosecution under applicable criminal laws.

COMPUTER LAB

Parker Junior High School will provide computer instruction for all sixth, seventh, and eighth grade students.

MEDIA CENTER

The Media Center is the place to find the information needed for almost any research project. The Center’s print and multi-media collections make it possible for students to do a comprehensive job in completing work at school. In addition, virtually unlimited World Wide Web/Internet access greatly broadens the quantity and scope of available resources including the resources of the Electronic Library and the Scholastic Network. Media Center staff will assist students in the search for information and selections for recreational reading. Students should not hesitate to ask for assistance while in the Media Center.

The Center is open from 8:00 a.m. to 4:00 p.m. for students in grades six through eight. Students must have a pass from a teacher for a specific reason to enter the building between 8:00 a.m. and 8:45 a.m. Exceptions will be posted and announced in daily announcements when possible.

Circulation and Borrowing

At the junior high, books may generally be borrowed for two (2) weeks and renewed twice. Students are limited to two books. Reference materials, such as encyclopedias, do not circulate, but in exceptional cases may be borrowed overnight at the discretion of library personnel and returned by 9:00 a.m. the next morning to the Media Center. Students have an individual barcode number and are responsible for checking out their books in the Media Center. They must present their student ID to do so.

There is a Reserve Shelf for books that are to be used by an entire class at a time. Periodicals and pamphlets may be borrowed for three days at the discretion of library personnel.

Every Language Arts class is given an orientation at the beginning of the school year. Specific details and procedures will be explained at that time.

Overdue Materials

There are no daily fines for one or two-week books. If books are not renewed, students are sent two overdue notices to their homeroom. Four weeks after a book is due, a library bill for the replacement cost is sent to the parents. Unpaid bills are added to the student's account and must be paid by the end of the school year.

Services to Students

The elementary schools offer a combined collection of more than 30,000 books. Parker Junior High houses a collection in excess of 16,000 items. All schools subscribe to various magazines, including holdings of back issues for some titles. The junior high school has the bound National Geographic Magazine collection from 1936 to the present. A copy machine is available to junior high students for curriculum-related materials. Students should be aware of copyright restrictions when they copy from a publication. A growing number of CD-ROM databases, both networked and stand-alone, are available in the centers. Library circulation is automated in all the Information Media centers. All students have access to the on-line catalog in their school centers. In addition, Parker Junior High offers Internet access to students following the guidelines of the District Curriculum/Technology Policy 6:235.

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, novels, teacher's manuals, films, and tapes. Call the principal's office for an appointment to view any of these items.

LOCKER/SEARCHES

Each student is assigned a hall locker for storage of books and personal items. Students are required to have a lock purchased from Parker on their locker at all times. If a student does not have a lock on his or her locker, they will be given a lock and parents will be billed \$5.50.

The combination should be kept confidential. It is the student's responsibility to see that the hall locker is kept cleaned, locked, and organized at all times. During P.E. class, it is the student's responsibility to see that the gym locker in the locker room is locked during class time.

All locks are to be purchased through Student Services. Lockers are school property and fines will be assessed for damage caused by careless and deliberate abuse.

It is the student's responsibility to lock their hall and gym locker at all times. Students are expected to keep their items secured. Parker Junior High School is not responsible for any student items that are lost or stolen. Reasonable efforts will be made to help students find lost or stolen items.

The Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

1. Students – Their Personal Effects and Searches of the Person

School authorities may search a student and/or the students' personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) based upon reasonable suspicion of a violation of the law or District/building rules. The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student.

2. School Property

School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding this use. Students have no expectation of privacy in their use of school property.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g. searches of any student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the District and without a search warrant.

In all cases, school authorities may search such school property where there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District/building rules.

3. Seizure of Property

If a search conducted in accordance with the policy procedures evidence that the student has violated or is violating either the law or the District/building rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriated, such evidence may be transferred to law enforcement authorities.

STANDARDS OF CONDUCT

District policy and procedures outline expected student conduct (refer to the Policy Handbook). The following standards and measures are outlined so that students may know what is expected of members of the Parker Junior High School, for which consequences may be given. However, disciplinary offenses are not limited to those listed below when, in the judgment of the administration or the dean, such offenses disrupt the school climate, or constitute gross disobedience or misconduct as determined by the Board of Education or the administration.

1. Mutual respect is expected among persons in the school. Students will not be permitted to be disrespectful to any person. Profane language is not permitted.

2. Any form of physical aggression, whether or not characterized as “play-fighting” or its like, or retaliation; or use or threat of the use of any item to cause harm or danger.
3. Off-campus conduct that disrupts or poses a threat and interferes with the school’s educational functions may result in disciplinary action.
4. Cheating, copying, plagiarizing or misrepresentation of one’s schoolwork is not acceptable at Parker Junior High School and will result in disciplinary action and/or loss of credit.
5. Students are expected to be prepared for class.
6. Students are expected to be in the school and classroom on time.
7. Students are expected to walk in the school building.
8. Cellular / Smart phones must be kept powered off and out of sight during the school day. This includes school property, while on the school bus, at school bus stops, and at school sponsored activities and field trips. Cellular / Smart phones, if seen on school property, the school bus, and school bus stops, will be confiscated and returned only to a parent/guardian.
9. Students are reminded that using a cellular / Smart telephone, video recording device, personal digital assistant (e.g. iPod touch), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including without limitation using the device to take photographs in locker rooms or bathrooms, cheat, make classroom recordings, or otherwise violate student conduct rules, will result in discipline. All electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
10. Radios, iPods, MP3 players, tape recorders, CD players, electronic entertainment devices, beepers, cameras, electronic paging devices, two-way radios, etc. are not permitted on school grounds or school busses. Such devices, if brought to school, will be confiscated and returned only to a parent/guardian. If they are required as part of an assignment, they should be checked in with the office or left with the classroom teacher. The items will be disposed of if they are not picked up within one week.
11. Unapproved electronic taping of any school-related activity is prohibited. Disciplinary action may occur if such images are found on the Internet.
12. Sexting is the act of sending sexually explicit photos or messages electronically, primarily via cellular / Smart phones and/or the internet (e.g. Skyping). While adolescents may think that sending these images to their friends or potential suitors is harmless, an image that portrays a minor in an indecent manner or engaging in sexual activity is regarded as child pornography and students who create, receive or distribute these types of images may be subject to criminal charges, even if they have the permission of the subject of the photographs. Moreover, students who send sexually explicit text messages, with or without photos, may be liable for sexual harassment in violation of Board policy. Students who are found creating, possessing, or sending these materials at school, or in any manner or circumstance that causes disruption to the school, will be subject to disciplinary action up to and including suspension from school for 10 days and/or expulsion.
13. Students may not possess, bring to school, sell, purchase, or be under the influence of alcohol, tobacco, any controlled substance, or any prescription or non-prescription drug (unless permitted as prescribed in the “Medication” section herein), or any paraphernalia associated therewith.

14. Rubber bands and laser pens are not allowed at school unless permission was given for an educational purpose.
15. Gum chewing is not allowed.
16. Candy and various other snack items brought to school may be eaten only in the lunchroom during the students assigned lunch period. **No food or drink may be removed from the lunchroom.**
17. Students are expected to be courteous and appropriately dressed in school and at all school functions. The school reserves the right to determine what dress is appropriate. A student's dress is expected to not be distracting, unreasonable, immodest or unkempt. Any student whose dress is deemed to be inappropriate will not be allowed to attend class. The student will be kept in an alternate educational setting until he/she changes to appropriate clothing.
18. Buying and/or selling items or services at school is not permitted unless done as part of a school-sponsored program.
19. Students who ride school buses are assigned to a specific bus and a specific stop. **Students will not be allowed to ride any bus other than their designated bus** or enter or leave any bus at any stop other than their designated stop. They are expected to remain in their seats when the bus is in motion. Arms and heads should not be extended out of windows. Nothing is to be thrown within the bus or out of the window. Bus misconduct or disrespectfulness will be dealt with in the same manner as other similar acts within the school. Serious or continued bus misbehavior will result in recommendation to the Board of Education for a loss of bus privileges altogether. Non-bus riders may not ride to a friend's house on a bus.
20. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member is not accepted at the junior high school.
21. Public displays of affection including but not limited to hugging are inappropriate at school.
22. A student who does not abide by the provisions of the District's Curriculum/Technology Policy will have his/her Internet privileges taken away for the balance of the school year. If such use violates other District expectations (e.g. use of profanity, tampering with District computers or other property, etc.) suspension and/or other applicable disciplinary action will be assessed.
23. Matches, lighters, fireworks, or any incendiary or explosive device of any sort serve no appropriate purpose for students in school and will be confiscated. Students are also subject to appropriate disciplinary action.
24. Students are not to participate in games of chance or activities that involve gambling or the use of gambling paraphernalia.
25. School District 161 does not recognize nor condone so-called "ditch", "skip," or any other form of non-attendance days not authorized by the Board of Education. Any such unauthorized, unexcused absence will be considered a day of truancy. As such, no makeup of schoolwork will be permitted and no credit will be granted for work missed.
26. Misuse or abuse of the School District's voice mail or computer systems will be recorded as a disciplinary action per applicable provisions (e.g. but not limited to profanity or verbal threats recorded on voice mail would be subject to suspension, expulsion, and/or criminal prosecution).
27. Trading cards of any kind are not permitted. If brought to school, cards will be confiscated and returned only to a parent/guardian. These cards must be picked up by the last day of school or they will be discarded.

28. Backpacks or suitcases with or without wheels are not permitted in the classrooms.
29. Skateboards, scooters, heelies, and/or roller blades are not allowed on school grounds.
30. Students should not be on the grounds prior to the school supervised arrival period, nor are they permitted to enter the school building prior to the entrance bell. Students who need to enter the school prior to the entrance bell are expected to have a written pass or teacher request in their possession, or be attending a regularly scheduled before school event. Since homeroom assignments have been made by grade level, homeroom teachers will instruct students on entrance and exit locations nearest their homeroom. The front entrance is reserved for visitors and is not for student use.
31. Students should not be in school or on the school grounds after the dismissal period. The District will not be responsible for students who do not leave the school and/or school grounds after they have been dismissed. Students who need to stay after the normal dismissal time are expected to be attending a regularly scheduled school event or be specifically requested to stay by a teacher with parent's permission. All after school events will have announced end times. All evening school-sponsored events will have announced start and end times. Students are expected to make arrangements in advance for transportation from school at the conclusion of such events and leave school grounds within 20 minutes following the event. Failure to do so will result in loss of privilege to attend future school-sponsored extra-curricular events. Admittance to an evening event after the announced start time will not be allowed unless the student is accompanied by a parent or responsible adult who can account for the student's late arrival.
32. The use, possession, control or transfer of firearms, shotguns, brass knuckles, chains, slingshots, billy clubs, knives, or other dangerous similar weapons or instruments, replicas, imitations, look-alikes, or similar weapons are prohibited.
33. Because of the dynamic nature of new fads, new fashions and new toys, which spring up from time to time in our society, certain specific items may be sited throughout the school year as not being appropriate in the school.
34. Application of make-up, colognes, deodorant and/or personal grooming should only take place in the bathroom or locker rooms.

Disruptive or discourteous behavior is not part of an effective school. In cases of continuing disruptive conduct and certain clearly defined acts, a suspension from school and/or involvement of the local police authorities may be warranted. Acts that may warrant an immediate suspension and/or involvement of the authorities are set forth in the Board's Suspension Policy.

Before and after-school detentions may be issued if a student is remiss in his classroom responsibilities. Students who receive a detention are required to return a detention slip signed by their parents, on the day on which the detention is served. Alternate transportation arrangements will need to be made and students serving an after-school detention will need to leave the grounds in a timely manner.

Continuing misbehavior and/or major disciplinary situations are reported to the junior high office and to the student's homeroom teacher and become a part of the student's discipline record while in the junior high. Copies of all detentions are forwarded to the student's homeroom teacher, the student's social worker, and to the junior high office where they are made part of the disciplinary file.

State law requires all schools to report acts of bullying and aggressive behavior to the Principal. Students may not engage in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, coercion, threats, intimidation, harassment, bullying, or other comparable conduct.

Cyberbullying using electronic information and communication devices to threaten, harass, or intimidate. Means of cyberbullying may include: e-mail messages, instant messaging, text messaging, internet blogs, chat room postings, web sites, or any other form of electronic communication. Students who are victims of cyberbullying should report the incident to a teacher, social worker, school administrator or any other staff member. Additionally, students may report cyberbullying using the District 161 website. Cyberbullying in any form will not be tolerated.

Participation in Activities

Throughout the school year, students enjoy certain privileges and activities. Students must demonstrate basic responsibilities and appropriate attitudes before they are allowed to participate in these activities. Attendance or participation in any school activities must be earned through demonstration of appropriate student behavior and citizenship. The suggested standards/guidelines will be reviewed on an individual student basis by administration or a designee throughout the school year in order to help determine the eligibility of the student for participation in the activities.

1. Activities include: assemblies, attending field trips, athletic events, end of the year activities, 8th grade class trip, school-sponsored dances, including the 8th grade graduation party, school-sponsored after-school activities, and participating in the formal 8th grade commencement ceremony.
2. Requirements for participation: students must demonstrate appropriate behavior throughout the school year as supported by behavior records and staff recommendations and students must show respect and cooperation toward adults and fellow students. (Please refer to the Eligibility Standards on pages 20 and 21.)

PARKER POINT SYSTEM

Parker Junior High School uses a point value system to:

1. Standardize the misconduct infractions list.
2. Establish a signal and response mechanism that would initiate student problem assistance and intervention.
3. Provide a basis by which periods of positive student behavior will be recognized.
4. Provide a clear framework for students to assess how they are doing and predict what interventions may occur should they make a decision to violate Parker Junior High School's standards for appropriate behavior.

Typical levels of intervention with the students may include, but are not limited to, the following actions:

1. At 25 points, a student, parent, teachers, psychologist, social worker, and dean conference may be held. The student's disciplinary record and remediation techniques are discussed. A student may also be placed in Check-in Check-out (CICO).
2. At 35 points, the student may be in a social academic instruction group (SAIG).
3. At 50 points, a student may be enrolled in the INSPIRE classroom and an FBA/BIP may be developed.

4. At 75 points, a recommendation for alternative educational placement may include an interim or full-time placement within or outside our school District.

This system has been established as a progressive, proactive approach to student behavior.

INSPIRE PROGRAM

The INSPIRE Program provides a positive, structured support program for general education students and Individual Education Program (IEP) students who have experienced difficulty to their educational, social, and emotional development.

The goal of INSPIRE is to provide a structure of expectations that effectively balances both positive and negative consequences, support and mentoring to guide students toward social and academic success at Parker Junior High, and prepare them for high school.

STANDARDS OF DRESS

Since school is a place of business, it is expected that students will dress in a manner that conforms to the purposes of the school process. A student's dress is expected not to be distracting, unreasonable, immodest, or unkempt. Any student, whose dress or conduct is disruptive to the educational process or could constitute a threat to the safety, health, or welfare of self or others, will cause school officials to deal with their situations individually. In these individual cases, parents will be contacted to inform them of the situation and to initiate a cooperative solution.

The following examples are prohibited for students, parents, and school personnel to the extent that the administration in its sole discretion deems it disruptive to the instructional environment:

1. Jackets, coats, hats, hoods, gloves, and other forms of outer wearing apparel are not to be worn in school.
2. Doo-rags or bandanas may not be worn to school.
3. Only prescription glasses may be worn in school.
4. Chain belts, studded belts, studded neck collars, or unusually large chain necklaces that are obviously not a part of normal attire are not to be worn in school.
5. Attire, earrings, jewelry, pins, or any other type of wearing apparel or accessories that advertise, promote, or depict alcoholic beverages, tobacco products, drugs, gangs, weapons, nudity, obscenity, or profanity are not to be worn in school.
5. Students are not permitted to wear or advertise in any manner drug, alcohol, weapons, or any controlled substance paraphernalia.
6. Beach wear or extremely brief, revealing, and/or immodest attire is not to be worn in school. Shorts are permitted during warm weather, but we ask our students to exercise good judgment on the length (at least finger tip length when arms are placed at the side) and style of outfit being worn. Dresses and skirts must also be at least fingertip length. Tank tops, spaghetti strap dresses or blouses, halter and strapless attire are not to be worn in school.
 - a. Any visible strap must be two (2) inches wide. Neckline must be located at an appropriate level – no cleavage. Shirts must be long enough to overlap the waistband of pants, skirts, or shorts.
 - b. Any item of clothing worn with leggings or jeggings must be at least fingertip length.
7. Matching shoes that cover the soles of the feet must be worn at all times. Shoelaces must be the same color. If socks are worn, they must be of matching color.

8. Unnaturally colored hair and outlandish haircuts are not allowed in school.
9. Pants must be worn around the waist and a belt must be worn if necessary to prevent sagging. Pants may not have any slits, cuts or holes above fingertip length.
10. Boxer shorts, pajama or pajama look-a-like attire is not to be worn in school.
11. Legs of long pants may not be rolled up or pulled up.
12. Elastic devices (e.g., /but not limited to rubber bands, sweat bands) are not permitted as attire.
13. Writing across the buttocks on clothing apparel is not allowed in school.
14. Plain white t-shirts may not be worn to school.

PROCEDURES FOR DRESS CODE VIOLATIONS

These guidelines are enforced during the school day and all other school sponsored activities. Dress code information regarding formal school functions will be provided prior to the event.

1. The student will be discretely referred to the Deans' Office as soon as possible.
2. The dean or administrator will explain the inappropriateness of the student's attire.
3. The student will be allowed to change clothes if clothing is available.
4. The student will not be permitted to return to class until the problem is remedied.
5. A second violation of the dress code will result in an appropriate consequence.

EXPULSIONS/SUSPENSIONS

The school administration is authorized to discipline students for gross disobedience or misconduct.

ALTERNATE EDUCATIONAL PROGRAM

If, in the opinion of the administration, the student's behavior could warrant a suspension, the administration may elect to impose alternate education instead. Alternate education results in the student's removal from the classroom and the student body, but not a complete removal from the school or its educational program. Students will be assigned to the alternate education room where they will be supervised by certified personnel. Students will receive their school assignments and will be expected to complete those assignments while under alternate education. In addition, students who are undergoing alternate education shall receive instruction in the appropriate behavior to correct conduct that led to the alternate education. Alternate education shall not exceed two consecutive days for each occurrence. The principal or his/her designee shall notify the parent/guardian of the student of the alternate education, explain the reasons for the placement, and afford the parent/guardian the opportunity to discuss the action. If the parent/guardian fails or refuses to discuss the action or to meet the principal or his/her designee, the alternate education may be imposed immediately.

Purpose:

The alternate education program is one of the various discipline techniques, which allows for an alternative to suspension for the administration of Parker Junior High School. The intent of this program is to enhance student accountability and behavior.

Guidelines:

1. Students are to report directly to Student Services at 8:45 a.m.
2. Students are to have all books with them, as needed, to work on class assignments during the alternate education time period.
3. Students will not be allowed to access their lockers during the alternate education time period, for any reason.

4. Students will be given assignments and tests for the corresponding day; however, teachers are not required to give instruction to the students for the assignment.
5. Additional assignments which may be given might include:
 - a) Completing alternate education packets
 - b) Writing an apology for the inappropriate behavior
 - c) Writing ways in which this type of situation could be prevented in the future
 - d) Writing rationales as to why appropriate behavior should be used in the school
 - e) Completing academic assignments
 - f) Reading appropriate school materials
6. The decision to release a student from alternate education will be made by an administrator or dean, based upon whether the student satisfactorily completed the assigned tasks and all directions. If a student has not completed all criteria at the end of the school day, the assistant principal or dean will be notified and an out-of-school suspension may be imposed. When a student is placed in alternate education, his/her family will be notified and documentation will be logged.
7. Students will not be allowed to eat food or candy or have beverages of any type in the room during a non-lunch period. The lunch period will be held in the Alternate Education classroom.

SATURDAY DETENTION

Purpose:

A Saturday morning detention is one of the various discipline techniques, which may be utilized by the administration of Parker Junior High School. The intent of this program is to enhance student accountability and behavior.

Guidelines:

1. **Failure to attend or successfully complete the entire detention or assignment due to disruptive behavior may result in two days of suspension.**
2. A student will be in his/her seat promptly at 8:00 a.m. A student will be considered tardy if he/she arrives between 8:01 a.m. and 8:15 a.m. A student will receive a two-day suspension for being absent or showing up after 8:15 a.m.
3. A student will bring sufficient schoolwork or proper reading materials to keep them occupied for the entire **four** hours. Schoolwork, library books, and reference materials are considered proper materials. The final decision on appropriateness of materials will be left to the supervisor of the detention.
4. A student will study or read without talking, sleeping, or other disruptive behaviors.
5. A student will not chew gum, eat food or candy, or drink any type of beverages while in the detention site.
6. A student will adhere to all school rules as outlined in the Student Handbook.
7. If a student is ill the day of their Saturday detention or attending a family funeral, the student will bring APPROPRIATE DOCUMENTED PROOF on the following Monday morning. A student will serve their obligation on the next scheduled Saturday detention day. Failure to comply may result in a two-day out-of-school suspension or two days in the alternate education classroom.
8. Students are responsible for their transportation to and from school, and must arrange, if needed, to be picked up at 12:00 p.m., no exceptions. Additional discipline may be given for non-compliance.
9. A student will be warned once for any violation. He/she will be removed for any other problems.

These are some of the offenses that may warrant a Saturday Detention (other offenses may also warrant a Saturday Detention):

- Cheating on examinations, quizzes, major projects, or plagiarism
- Forgery
- Failing to serve detention a second time for the same teacher
- Physical or verbal threat toward a student/intimidation of a student
- Disrespect of staff member or student
- Buying or selling items at school from another student
- Spraying any type of aerosol or spray materials at or on another student
- Skipping class/out of class without permission/misuse of the intent of the pass
- Inappropriate conduct with a substitute teacher

Unless otherwise indicated, those offenses which will result in a Saturday detention may be committed only once. Upon committing the same offense the second time, the student may be assigned to the Alternate Education Program for two school days; an exception will occur if the student is a habitual offender (more than four times in a Saturday detention for any offense). An out-of-school suspension will then be assessed.

COOPERATIVE COMMUNICATION WITH LOCAL POLICE DEPARTMENTS

In accordance with District policy, the administration of Parker Junior High will maintain communication with local police departments to share information regarding students who are involved in cases of illegal or controlled substances, weapons of any type, gang activity or suspected gang activity, and serious crime or felony.

FLOSSMOOR ORDINANCE

In May of 1980, the Board of Trustees of the Village of Flossmoor amended the Flossmoor Municipal Code to include penalties for the possession and/or use of tobacco, alcoholic beverages or “cannabis”. As the Parker Junior High School is situated in the Village of Flossmoor, this new ordinance applies to all persons within the age limits prescribed during the time they are in the Village of Flossmoor, whether they are inside or outside the school building.

For the information of our students, staff and parents, we have reproduced below those sections of the Municipal Code that apply.

Section 23.038-Tobacco Use

It shall be unlawful for any person under the age of 18 years to buy, use, possess, consume or smoke any cigar, cigarette, or tobacco in any of its forms. Any person who violates the provisions of this section shall be fined not to exceed \$50.00 for the first offense, and not to exceed \$100.00 for the second or subsequent offense.

Section 23.039-Possession of an Alcoholic Beverage

It shall be unlawful for any person under the age of 21 years to consume or to have in his possession any alcoholic beverage, except as may otherwise be provided under the Liquor Control Act.

Section 23.040-Possession of Cannabis

For the purpose of this ordinance, “cannabis” is defined as:
“Cannabis” includes marijuana, hashish and other substances which are identified as including any parts of the plant Cannabis Sativa, whether growing or not; the seeds

thereof, the resin extracted from any part of such plant; and any compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other cannabinol derivatives, including its naturally occurring or synthetically produced ingredients, whether produced directly or indirectly by extraction, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis; but shall not include the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, any other compound, manufacture, salt, derivative, mixture, or preparation of such mature stalks (except the resin extracted there from), fiber, oil, cake, or the sterilized seeds of such plant which is incapable of germination.

It shall be unlawful for any person knowingly to possess any quantity of any substance containing cannabis, except that the effect of this ordinance shall be limited to persons knowingly possessing less than 30 grams of any substance containing cannabis.

Any person violating the provisions of this ordinance shall be fined not less than fifty dollars (\$50.00), no more than five hundred dollars (\$500.00) for each offense.

It is the policy of the Village of Flossmoor that a parent or legal guardian of a minor be notified and required to appear in court whenever that minor is charged with a violation of this Section.