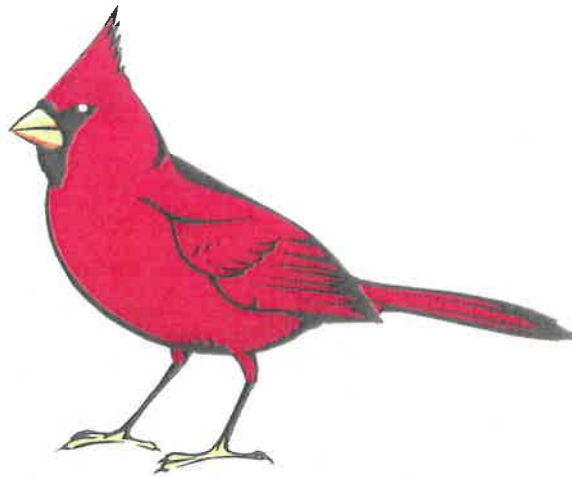




**2021-2022**  
**PALOS WEST**  
**Assignment Notebook**  
**& Student Handbook**

The information contained in this handbook is subject to change pursuant to any Emergency Orders issued by the Governor of Illinois, the Illinois Department of Public Health, the Cook County Department of Public Health or Palos 118's Pandemic Response Plan.



**I have read the Palos West Elementary School 2021-2022 Student Handbook. I have reviewed the General School Policies, the Student Conduct Expectations, and the Palos 118 Electronic Usage Policy.**

**Student's Name and Grade Level (Please print)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**I agree to follow the guidelines discussed with my parents and teachers regarding responsible uses of the Internet and District 118 technology resources.**

**Student Signature** \_\_\_\_\_  
**(required for grades 4-8)**

## PRINCIPAL'S MESSAGE

Dear Students, Staff, Parents, and Guardians:

Welcome to Palos West Elementary School! We hope you had a relaxing, and eventful summer break with your family.

The front portion of the assignment notebook contains a wealth of information that is intended to provide answers to general information regarding Palos West policies and procedures. The staff at Palos West is committed to meeting the academic, social, and emotional needs of our students. Please familiarize yourself with the important resources that are available to ensure our students' success at Palos West this school year.

In order to help us maintain a safe and engaging learning environment, it is particularly critical that students, parents, and staff understand and follow the school's procedures, expectations, and Student Behavior Plan.

Beginning in second grade, we require that each student has a school-issued assignment notebook because we believe it provides an organizational value to help all students grow and achieve their desired goals. Students are expected to have their assignment notebook and make use of it daily. We encourage parents to regularly review this guide to support your child in developing their homework and study skills.

Here's looking forward to a successful and rewarding 2020-2021 school year!

Sincerely,

Mrs. Jennifer Peloquin  
Principal  
(708) 761-3800

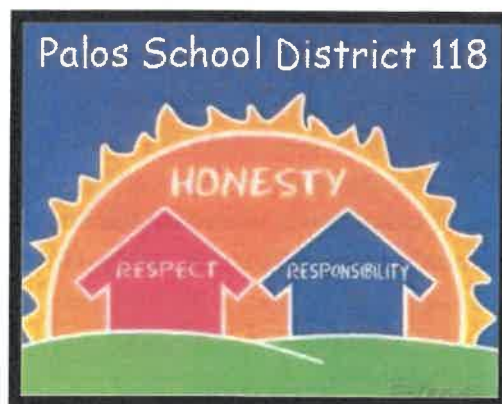
Mr. Richard Kurek  
Asst. Principal  
(708) 761-3801

## MISSION STATEMENT

The mission of Palos Community Consolidated School District 118 is to provide a safe, supportive, and quality learning environment utilizing educational resources to engage its students to become confident, adaptive, and productive life-long learners.

Therefore, we believe that ***honesty, respect responsibility and compassion*** are character traits that all Palos West Elementary School students should exhibit on a daily basis.

For this reason, the purpose of this student handbook is to give our students, parents, and staff, information about the rules, procedures, organization, and activities of Palos West Elementary School.



## GENERAL SCHOOL PROCEDURES, GUIDELINES, AND POLICIES

### PALOS WEST

This Parent-Student Handbook is only a summary of board policies governing the district. Board policies are available to the public at school offices or online at the district website. Please note that this handbook may be amended during the year without notice.

### ARRIVAL TO SCHOOL:

#### ENTERING THE BUILDING

**Car riders must be dropped off in front of the main office doors.** Staff will be present to receive car riders from 8:40-8:55. Children are to stay in their cars until a supervisor is present.

Bus riders and walkers will enter through the north doors under the red canopy at 8:50 a.m.

#### TARDINESS TO SCHOOL

An arrival after 8:55 is considered tardy. If a student arrives late to school, he/she must report immediately to the front office. **Reasons such as sleeping late or missing the bus** will be counted as an **unexcused tardy**. Excessive tardiness is a disruption to the educational process and can have a negative impact on school performance.

#### LATE ARRIVAL

If car riders (or walkers) arrive after 8:55 am, parents are to park and walk their children into the front office and sign them in. Children will receive a tardy slip from the attendance clerk and report to class.

### LATE START WEDNESDAYS

All students will start 30 minutes later on Wednesdays with the exception of the first and last week of school (see times below). Bus transportation will be provided and stop times will be adjusted to accommodate the 30 minute late start. Additional information on Late Start Wednesdays is available on the District 118 website.

SCHOOL/ GRADES	Regular Starting Times (M,T,TH,F)	Late Start Wednesday Starting Times	Late Start Wednesday Ending Times
Palos East/West (1-5)	8:55 a.m.	9:25 a.m.	3:25 p.m.
Full Day Kindergarten	9:15 a.m.	9:45 a.m.	3:00 p.m.
AM Kdg. & Preschool	9:15 a.m.	9:45 a.m.	*12:00 p.m.
PM Kdg. & Preschool	12:30 p.m.	12:45 p.m.	3:00 p.m.

***\*Ending times on Wednesdays will only impact A.M. Kindergarten and Preschool.***

### REPORTING AN ABSENCE

In an effort to further improve safety for your children, District 118 utilizes an absence reporting system. The intent of the system is to cross check our daily attendance record with a list of phone calls from parents notifying us of a child's absence from school. In the event a child is absent for whom we have not received a phone call, the school will initiate a call to your home or place of business and/or will email you to inform you of your child's absence. We hope this will reduce the possibility of having a child absent for any extended period of time without the parents and the school being aware.

**If a student is absent from school, the parent/guardian is required to call the absence line (708-923-7052) and report the reason for the absence.** In the event a call is not placed regarding an absence, a phone call will be made to the parent/guardian to verify an absence.

School attendance is mandated by the State. Excessive absences without a legitimate medical excuse may be referred to the State authorities. **Students who are absent for 5 or more consecutive days require a doctor's note.**

#### **Attendance**

Students that regularly miss school are at heightened risk for falling behind academically. Parents/guardians should make every effort to ensure students are in school daily. Student absences will be excused for the following reasons: illness, doctor appointment, family emergency, death in the immediate family, concern for the student's safety and observance of a religious holiday. For information regarding vacations, please see Extended Absences below. Parents/guardians must provide a reason for all absences. If no reason is given, the absence will be unexcused.

#### **Extended Absences Up to 10 Days**

Parents/guardians may request an extended absence from school for their student for up to 10 days. Requests must be made to the building principal in writing at least a week prior to the extended absence for approval. If the parent/guardian fails to request an extended absence for up to 10 days and their student is not in school, those days will be unexcused.

#### **Extended Absences in Excess of 10 Days**

Only in rare cases will an absence in excess of 10 days be excused. Requests for extended absence in excess of 10 days must be made to

the Superintendent in writing at least a week prior to the extended absence for approval.

#### **Extended Absences in Excess of 3 Weeks**

Parents/guardians requesting an extended absence in excess of three weeks will be required to withdraw their student from school. Parents/guardians are highly encouraged to consider homeschooling their student or enrolling them in another school pursuant to Illinois' Compulsory School Attendance laws.

#### **Chronic Absenteeism and Chronic Truancy**

The Illinois State Board of Education (ISBE) defines chronic absenteeism as absences in excess of 10% of total school days. In Palos 118, students are considered chronically absent if they miss more than 17 days of school. Palos 118 is required to report all students missing 17 total days or more of school (both excused and unexcused absences) to ISBE as chronically absent.

Illinois defines chronic truancy as missing 9 or more days of school unexcused. Palos 118 is required to report students missing 9 or more days of school unexcused to the South Cook Intermediate Service Center (ISC) as chronically truant. The ISC can investigate all students reported as chronically truant.

#### **Attendance Notifications**

To assist parents/guardians in tracking the number of days students have been absent BEFORE Palos 118 is required to report your child to the Illinois State Board of Education and/or Cook County, parents/guardians will receive automated attendance reminders after the following days:

5 Days Unexcused

8 Days Unexcused

9 Days Unexcused (Student reported to Cook County as truant)

10 Days Total Excused and Unexcused  
15 Days Total Excused and Unexcused  
16 Days Total Excused and Unexcused  
17 Days Total Excused and Unexcused (Student reported to ISBE as chronically absent)

## **DISMISSAL FROM SCHOOL:**

### DISMISSAL ROUTINES

In the beginning of the year, parents must notify teachers of their child's after school arrangements if they differ from your Skyward placement information. If a child is assigned to a bus, we will assume they are to take the bus home every day unless we receive information in writing from the parent/guardian. A note is also necessary on any day that your child's dismissal routine changes for any reason. Effective communication will ensure the safety of all students.

The office will try to accommodate all emergency situations for parents, but please be advised that routine requests that come in after 2:15 p.m. may not be processed if they are simply being made for convenience. Due to our dismissal procedures and safety concerns, parents are encouraged **NOT** to pick up their students after 3:00 in the front office. Regular car rider pickup will take place, beginning at 3:20 on the south end of the school building.

## **SCHOOL VISITORS & PARENTS:**

School security procedures require that all visitors and parents must request admittance to the school through the office. Our office has a locked entrance and buzzer intercom and camera system. When entering the main office door, please press the buzzer and wait for directions. No visitor or parent will be allowed into the school building without a purpose, and all visitors will be required to show a current driver's license or state I.D.

If you wish to meet with your child's teacher, appointments must be made in advance. Parents who desire to observe their child in

class must make arrangements with the school principal. All visitors will receive an I.D. badge and lanyard that must be worn at all times. These items need to be returned when you sign out at the main office.

## **EMERGENCY PROCEDURES:**

### BUILDING EVACUATION

If it is necessary to remove the students from the school grounds, the students will be escorted to a safe haven location.

### **Peace Memorial Church**

10300 W. 131<sup>st</sup> Street, Palos Park, IL

Parents will be notified via phone blast of the school's evacuation to the designated safe haven.

### COMMUNICATION

In the event of an emergency, school closing, or delay, we will utilize our district "phone blast" notification system, at which point you will receive a phone call and/or an email regarding the specific details. In addition, you can also access our district website, [www.palos118.org](http://www.palos118.org) for announcements, and other important information regarding your child. **Parents should contact the school office to ensure that your contact information is up to date.**

### EMERGENCY CLOSING

Due to possibility of severe weather, it may be necessary to close school. Palos School District 118 will post any emergency school closing on our school website, [www.palos118.org](http://www.palos118.org). In



addition, we will also utilize our “phone blast” automated system that notifies you of important information. School closings are also listed on [www.emergencyclosings.com](http://www.emergencyclosings.com)

#### **FIRE/LOCKDOWN/TORNADO**

In the event of an emergency, either a fire alarm or an announcement will be made. Staff members will refer to the School District 118 Crisis Management Plan for specifics regarding the type of emergency.

During this time, absolute silence is necessary so that everyone can hear the crucial instructions. Throughout the school year, drills will be conducted so that everyone is familiar with these procedures.

#### **CLUBS AND ACTIVITIES:**

Palos West offers a large variety of clubs and activities for students in grades 3-5. These programs vary in interest; some are more academic in nature while others are athletic. Please check the school website, district calendar, or call the main office for information on clubs and activities. Sponsors will send home permission slips which will have scheduled dates, times, and pick-up locations. When parents submit the signed permission form, it will be assumed that the student will be staying after school for the club or activity unless a note stating otherwise is sent in on that day. Consistent attendance is required. Students with two or more unexcused absences from club sessions, may be removed from the club so that students on the waiting list can participate.

If a student is absent for more than 50% of the school day, he/she will not be allowed to attend any extra-curricular activities that day.

#### **HEALTH/MEDICATION INFORMATION:**

##### **ACCIDENTS**

All accidents are to be reported to the office. Prompt attention will be given to any student injured during the school day. Every attempt will be made to notify parents or guardians. However, if the emergency requires medical response, the student will be taken to Palos Community Hospital. Parents are responsible for the cost of medical attention.

##### **CONCUSSIONS**

Any student suspected of suffering a head injury will be removed from all physical activity immediately and referred to the school nurse. The school nurse will notify parents of the head injury received.

##### **EMERGENCY INFORMATION**

The office will keep on file emergency information for each student, which should contain information regarding the person(s) that the school should contact in case of an emergency.

Parents should update emergency contact information in Skyward at the beginning of the year. Please notify the school office if any changes should occur.

##### **ILLNESS AT SCHOOL**

If a student becomes ill during the school day, the student must obtain a pass from the teacher before reporting to the health office. Parents will be contacted by the school nurse if she deems it necessary. Students who become ill at school and need to leave early will ONLY be released to a parent or a person listed as an emergency contact in Skyward.

### AUTHORIZATION

The medication authorization form or student health action plan signed by a physician and a parent, must be on file before any medication can be given in the health office. This includes all over-the-counter medication, like Tylenol, cough syrup, and topical creams.

The only exception is inhalers, which require the asthma section of the medication authorization form to be completed by the parent only. The school policy also requires a copy of the pharmacy label on the inhaler box to be provided.

The complete medication policy can be found on the back of the medication form.

### APPROPRIATE CONTAINERS

All medication must be in its originally labeled container. The health office must have a bottle that can remain in the health office. Medication must be brought to school by an adult, in a container appropriately labeled by a pharmacy or physician.

### RESPONSIBILITY

It is the parent or guardian's responsibility to assure that all physician orders and authorization forms are brought to school. Also, **refills** need to be brought to school by the parent or guardian as well.

Students may carry inhalers to and from school with written parental permission and EpiPens with written physician permission. All other medications must be brought by the parent.

At the end of the school year, a parent or guardian must pick up any remaining medicine or it will be discarded.

### THROAT LOZENGES

Cough drops and throat lozenges are only permissible for students if they have a parental permission note on file in the health office. Throat lozenges will NOT be provided by the

school and must be provided from home. This note should be renewed annually.

### DENTAL REQUIREMENT

The Illinois School Code requires a dental examination for all children in Kindergarten and 2<sup>nd</sup> Grade. The dental form is to be completed by May 15<sup>th</sup> of the school year. If a dental form is not completed by this date, report cards will be withheld.

### PHYSICALS

Illinois State Law requires any student new to the district, entering an Illinois school for the first time, or entering Early Childhood, Pre-Kindergarten, or Kindergarten will be required to produce a physical before starting school.

### VISION AND HEARING SCREENING

School health personnel perform vision and hearing screening of students. The parents of a child may request a screening at any time. **Vision screening** will be done, as mandated, for the following children: early childhood, preschool, kindergarten, second grade, eighth grade, special education, teacher referrals, and new students during the school year. **Hearing screening** will be done as mandated, for the following children: early childhood, preschool, kindergarten, first, second, third, special education, teacher referrals, and new students during the school year.

Vision and hearing screenings are not substitutes for a complete eye and ear examination by an appropriate doctor. Your child will not be required to undergo this VISION screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that an evaluation is on file at the school.

Your child will not be required to undergo this HEARING screening if an audiologist has completed and signed a report form indicating



that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision and hearing screening is not an option. If a vision or hearing examination report is not on file at the school for your child; your child in the mandated age/grade/group will be screened.

Those students who wear hearing aids will not be screened but need to provide (every year) written verification that hearing exams have been completed. Those students who wear glasses or contacts will not be screened but need to provide (every two years) written verification that vision exams have been completed.

The Illinois School Code requires a vision examination for all children in Kindergarten. The vision form is to be completed by October 15<sup>th</sup> of the school year. If a vision form is not completed by this date, report cards will be withheld.

### **HOMEWORK POLICY:**

We believe that it is necessary for students to practice as well as process material introduced in class through the assignment of homework. The type, frequency, and quantity of homework are based on the age of the children, type of practice needed, and the individual student.

Parents of students who are absent from school due to illness may request make-up work prior to 10:00 a.m. by calling the school office. In the event that your child is absent 2 days or more, it is recommended that parents request to pick up homework. If requested on time, homework can be picked up in the front office between 3:30 and 4:00. A table is located in the vestibule area for easy access to homework pick up. A student who is excused from school attendance shall have the equivalent opportunity to make up any exam, study, or work requirements which he or she missed during the excused absence (schedule to be determined by the teacher).

### **VACATION MAKE-UP WORK**

Vacations should be planned according to the school calendar. However, if your family chooses to take a vacation in which your child will miss school, please notify the office and teacher in writing. It is the student's responsibility to complete the work that was missed within the (teacher determined) allotted time, and return it to the appropriate teachers. A zero may be given for incomplete work. Standard practice states that the teachers will provide make-up work upon the student's return to class.

### **GRADING GUIDELINES (GRADE 3-8)**

Grading scale:

A+	100-99	C	77-73
A	98-93	C-	72-70
A-	92-90	D+	69-68
B+	89-88	D	67-63
B	87-83	D-	62-60
B-	82-80	F	59 or below
C+	79-78		

### **ASSIGNMENT NOTEBOOKS:**

**(Grades 2-8)**

All students in second grade and higher are required to maintain a school-issued assignment notebook and bring it to school daily. Parents should check the assignment notebook each night as it supports effective parent/teacher communication.

### **PERSONAL PROPERTY:**

#### **LOCKERS, BACKPACKS, ELECTRONIC DEVICES**

**Backpacks, purses, and all other personal items such as cell phones or Smart Watches must be placed in backpacks or lockers upon entering school. The cell phones must be in the "off"**

**position during school hours. If a student has a cell phone in his/her possession during school hours, the Palos West staff has the authority to confiscate the cell phone and submit it to the main office.**

ALL STUDENT CUBBIES AND LOCKERS ARE THE PROPERTY OF PALOS WEST SCHOOL DISTRICT 118 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES, INCLUDING OUTSIDE AGENCIES, AT ANYTIME.

The locker and its contents are subject to search by school officials. Since the school cannot assume liability for any lost or stolen property, students are discouraged from bringing valuables and large sums of money to school. Toys and stuffed animals are also discouraged.

#### **LOST AND FOUND:**

Most found items without student names are brought to the lost and found bin located outside of the front office. Items with higher monetary value will be kept behind the office counter. Items that go unclaimed for more than one calendar month will be donated to a local charitable organization.

#### **PROMOTION AND RETENTION POLICY:**

Promotion from one grade to the next is NOT automatic. Regular attendance and consistent effort by students will usually result in promotion to the next grade. However, students who fail to make adequate progress may be retained. Failing to make adequate progress shall consist of:

- Receiving unsatisfactory grades in two or more academic subjects, and/or

CRITERIA FOR UNSATISFACTORY GRADES MAY INCLUDE THE FOLLOWING:

- Failing to demonstrate mastery of basic academic skills
- Excessive absenteeism which results in student's inability to satisfactorily complete required assignments
- Refusal to complete required assignments which will result in a lack of mastery of appropriate skills

#### **FOOD PRACTICES:**

##### SNACK

Many teachers allow for a morning snack to provide our growing students with a boost of energy for late morning instruction. Students are to follow the guidelines that teachers establish in the beginning of the year for snack. If a food allergy is present in the classroom, the nurse will assist with providing a list of approved snacks for parents and children to follow. Under no circumstances will students be able to share their snacks with other children. This rule is in place for the safety of all students, especially those with sensitive food allergies.

##### LUNCH

Students can bring a sack lunch to school or buy a school lunch from our contracted food vendor. If your child is purchasing a school lunch, parents will need to fund their lunch account by submitting payment through the Skyward parent portal (see instructions on our website) or by bringing payment to the office. Under no circumstances will students be able to share their lunch with other children. Visit our website for a monthly menu and information on school lunches.

Parents who drop off lunches during the day are asked to complete a label with the students' names and place it in the marked baskets in the lobby. The lunches can be picked up by students prior to the start of their lunch period. Parents are discouraged from dropping off fountain drinks, as they pose a cleanliness issue with spilling, condensation, etc.

#### HOT LUNCH

Students have the option of ordering hot lunch from the Aramark Lunch Program. See the website for lunch prices and additional ordering information. Of course, children may always bring a sack lunch from home.

#### PARTIES & BIRTHDAYS

Food items are prohibited during school parties and student birthdays. Please do not send any food items to school as they will not be distributed.

Non-food items are also prohibited as they tend to become a distraction from the learning process. Each grade level team has their own way of celebrating each child's birthday and will make him/her feel special. Additionally, children in grades 1-5 will have their birthday announced to the whole school during morning announcements.

Our classroom parties (Halloween, Valentine's Day, and End of Year Parties) are organized by our Parent Faculty Association (PFA). We are so grateful for all of the parent volunteers who plan and organize activities for the classroom parties. Parents who would like to attend the parties must sign up to volunteer through the PFA website. Only parents who have signed up to volunteer via the PFA website will be permitted to attend.

#### **RECESS:**

Recess is an instrumental part of a child's school experience and offers physical, social, and emotional benefits. Children will go outside for recess so long as the temperature is above 15° including the wind chill. If the weather falls below 15° or it is raining, the children will have indoor recess. Since weather conditions are prone to change throughout the day, always dress your children appropriately for the weather and never assume that they will be inside.

If a child is not able to go out for recess for more than three days, a doctor's note is required.

#### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS):**

A positive behavior management system is in place where students are recognized and praised for positive behaviors. All students follow the same set of rules and expectations in the building which are displayed as a matrix so that expectations regarding **respect, responsibility, honesty, and compassion** are consistently followed throughout the school. As part of the PBIS philosophy, expectations are defined and demonstrated through lessons referred to as "cool tools." Good behavior is reinforced on a daily basis using Pride Catcher coupons. When students follow the rules and expectations, they are recognized through individual, classroom, and school-wide celebrations. Monthly celebrations are completed in grade 1-5 at the end of the month; students who receive office referrals will miss part of the reward to receive a behavior "booster" to help ensure future success.

The main goal of P.B.I.S. is to encourage positive behavior through rewards and celebrations. This does not eliminate the need for consequences when expectations are not met.

#### **ATTENTION BEHAVIOR:**

Students are expected to respond to a non-verbal cue when staff is seeking student attention. The signal will consist of a raised hand with the index finger extended.

- Students will stop whatever they are doing when a staff member gives the appropriate signal.
- Students will remain silent and look at the signaler.
- Students will return the signal.
- Students will remain silent until the staff member has completed their announcement.

#### **OTHER ITEMS OF INFORMATION:**

No handbook can cover all questions that parents and students may have. Please refer to the [Palos West Website](#), [School Calendar Handbook](#), [District Policies](#), and [Student Behavior Plan](#) for additional information.

## **STUDENT BEHAVIOR PLAN**

### **HONESTY, RESPECT, RESPONSIBILITY**

#### **OVERVIEW**

At Palos 118, we expect that honesty, respect and responsibility are character traits students exhibit on a daily basis. As a school community, we are committed to meeting the social and emotional needs of our students. We anticipate that from time to time, students may make poor decisions that result in school administered consequences.

The intent of this plan is to provide a clear understanding of:

- Behavioral interventions and other appropriate supports available to students;
- Student behavior that is prohibited; and
- Consequences that may be applied in response to prohibited conduct.

Parents and students should review this plan together with Board of Education policies 7:70 Attendance and Truancy; 7:140 Search and Seizure; 7:180 Preventing Bullying, Intimidation and Harassment; 7:200 Suspension Procedures; 7:210 Expulsion Procedures; 7:220 Bus Conduct; 7:160 Student Appearance; 7:240 Conduct Code for Participation in Extra-Curricular Activities; 7:190 Student Discipline; 7:310 Restrictions on Publications and Written or Electronic Material; 7:20 Harassment of Students Prohibited; 7:230 Misconduct by Students with Disabilities.

#### **GOALS AND OBJECTIVES**

This student behavior plan was developed keeping the following goals and objectives in mind.

- Ensuring the safety and dignity of students and staff.
- Maintaining a positive and safe learning environment.
- Keeping school property and the property of others secure.
- Addressing the root causes of a student's behavior.
- Teaching students positive behavior skills.

#### **WHEN AND WHERE PLAN APPLIES**

This plan applies to student conduct reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours at any time whether you are learning in-person or remotely;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship with school;
- Traveling to or from school or a school related activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to be a threat or an attempt to intimidate a staff member or endanger the health or safety of students, staff or school property.

## **BEHAVIOR EXPECTATIONS**

Students are required to demonstrate honesty, respect and responsibility at all times. Engaging in student behavior, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to be a threat or an attempt to intimidate a staff member or endanger the health or safety of students, staff or school property is prohibited.

### Classrooms

Each teacher shall establish classroom procedures that promote positive student behavior consistent with this plan. Students are to arrive to class on time.

### Hallways

In order to ensure the safety of our students, proper hallway behavior is expected.

- Students will stay to the right during passing periods.
- Students will walk directly to the next assigned location without running or stopping.
- Students will keep hands, feet, and objects to themselves.
- Students will show respect to staff and fellow classmates at all times.
- Students will use appropriate language for school.
- Students will use a voice level that is not disruptive to others.
- Students will collect all necessary materials from their lockers or cubbies before moving directly onto the next location.
- Students will keep their lockers or cubbies organized.
- Students will keep the hallway free of clutter.

### School Buses & Bus Stops

Student behavior expectations on school buses are the same as they are within the school building. Expectations specific to school buses are below.

- Students must ride the bus assigned to them, sit in their assigned seat, and board and depart the bus at their assigned stop. They are NOT allowed to ride an unassigned bus without written approval from an administrator.
- Students must obey the instructions of the bus driver.
- Students are to remain seated quietly and facing forward.
- Students must keep the aisles clear at all times.
- Students will not consume food items while riding the bus.
- Glass containers, sharp objects, or dangerous items are prohibited on the bus.
- School issued electronic devices may be used on the bus for educational purposes. The use of personal electronic devices are prohibited unless approved by an administrator. On the bus, these devices must be kept in the student's backpack or another closed carrying container and should



be powered down. In an emergency, a supervisor or bus driver can give permission to a student to call a parent or guardian. Use of a camera, or a camera in any such device, is expressly prohibited and will result in confiscation of the device. A parent/guardian must come to school to retrieve the device and verify that all pictures found on the device were not taken in school.

- Students are to stay to the side of the road and wait until the bus comes to a complete stop. Safe and proper boarding and departing procedures should be used at all times.
- Students should wait until the bus comes to a complete stop before standing to exit the bus while observing safety precautions at all exiting points. Where it is necessary to cross a two-lane highway, students should proceed to a point about ten feet in front of the bus. Walk completely around the arm on the right shoulder of the road where traffic may be observed in both directions, then wait for a signal from the bus driver permitting you to cross safely.

### Co-curricular/Extra-curricular/Athletic Activities

Student behavior expectations during co-curricular, extra-curricular and athletic activities, including field trips are the same as during the school day.

Each athletic coach and activity advisor shall establish procedures that promote positive student behavior consistent with this plan.

- Students must be receiving a C or better in each class, in order to be eligible to participate in these activities. The club supervisor, coach, and administration will determine if/when the student will be ineligible to participate.
- Students may try out for sports while they are ineligible; however, they may not practice or participate in games until they have regained eligibility. If any student remains ineligible for longer than a four-week period, they may be dropped from the sport.
- Students who receive an in-school suspension will become ineligible for extra-curricular sports and clubs for 5 school attendance days. Any student who receives an out of school suspension will become ineligible for 10 school attendance days and may be removed from the team.
- Students that continuously engage in prohibited behaviors may be ineligible to participate in these activities. This determination will be made by the coach(es) along with administration.

### **PERSONAL APPEARANCE**

Students are required to dress appropriately at all times in a manner that is not disruptive to the learning environment.

Any student's personal appearance (including jewelry, masks, and hairstyles) which is disruptive to the educational environment will be handled on an individual basis by a referral to the office. Students may be asked to change for the remainder of the day. These guidelines are not intended to cover all of the constantly changing styles and fads. The staff and parents will work together to encourage students to take responsibility for their appearance and to work within the guidelines set by the school.

- Articles of clothing, masks, or jewelry that have pictures, words, labels, or symbols that the faculty deem inappropriate or disruptive to the educational environment are not to be worn.
- Bare midriffs should not be shown. The top and bottoms must meet, even while seated.
- Footwear such as rollerblades and heeled shoes that damage the floors is prohibited.

- Headwear or outerwear may not be worn inside the building. Exceptions will be made for religious and medical purposes.
- Oversized clothing that may endanger student safety is not permitted.
- Scantily clad clothing, such as backless, strapless, crop tops, halter tops, or tank tops (less than three finger width), is not allowed.
- Shorts/skirts must be mid-thigh length or longer. Short or form fitting clothing that the staff feels distract from the learning environment will not be permitted.
- For safety purposes, shoes must be worn at all times. High heels are strongly discouraged. If a staff member feels that a pair of shoes is not safe, the student will be asked to call home for an alternate pair of shoes. Additionally, students who wear inappropriate footwear (sandals, flip flops, crocs) will be limited in his/her participation in recess activities.
- Undergarments must be worn and covered.

## **LEVELS OF SUPPORT FOR BEHAVIOR**

Palos 118 prides itself on its positive approach to promoting appropriate student behavior. The chart below illustrates the three levels of support for appropriate behavior our students receive dependent upon their individual circumstances. These supports are in place to both encourage appropriate behavior or to correct for inappropriate behavior on a case by case basis. These interventions apply for both in-person and remote learners.

### Level 1 – All Students

Level 1 supports are incorporated into the daily curriculum by teaching students about appropriate behavior and providing positive feedback and/or incentives for students demonstrating honesty, respect and responsibility.

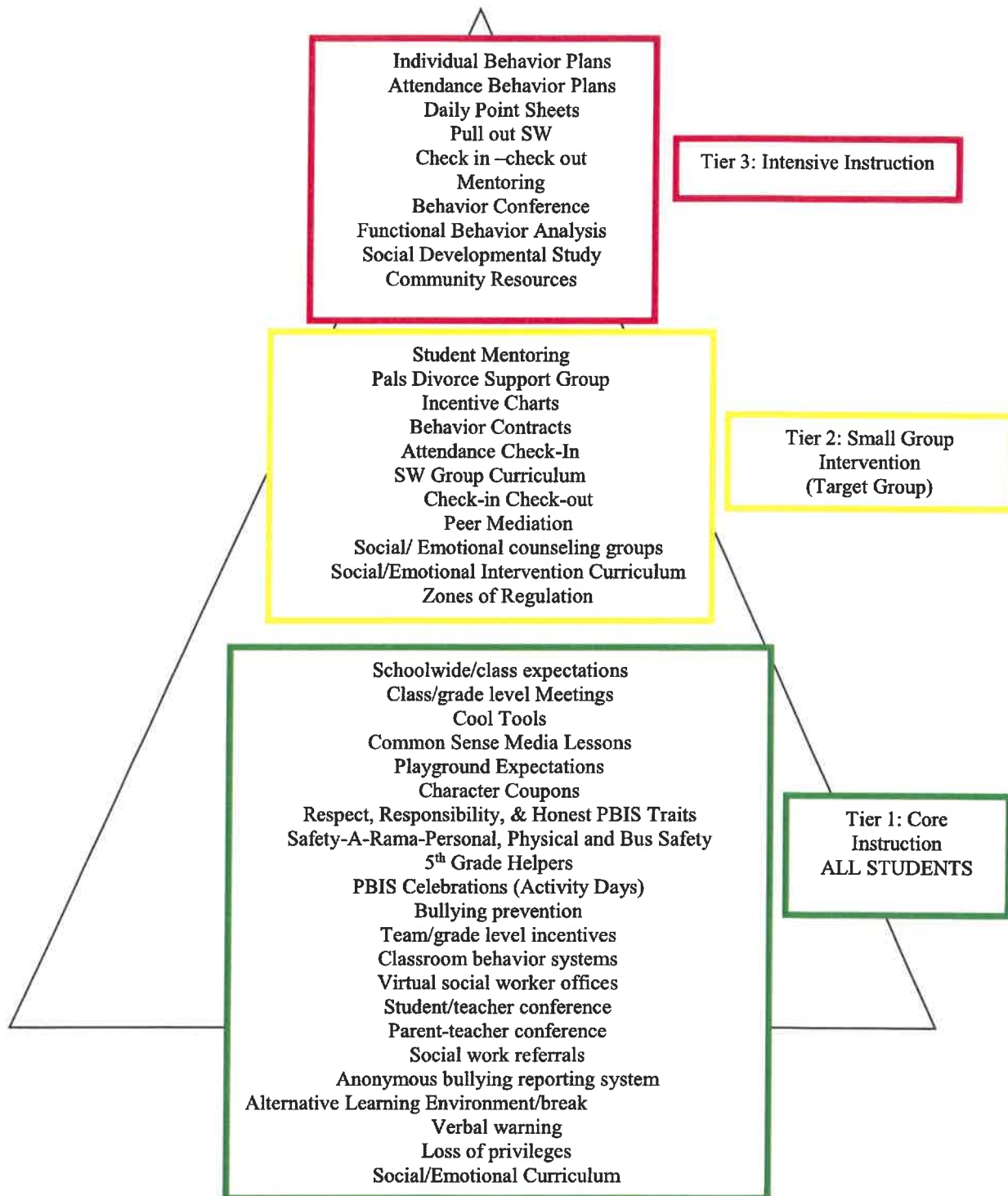
### Level 2 – Small Groups

Level 2 supports are targeted supports focusing more on small group interventions that address specific topics students are facing.

### Level 3 – Individual Students

Level 3 supports are the most intensive supports provided to students and focus on individual students and their specific needs.

## Levels of Intervention



## LEVELS OF CONSEQUENCES

We anticipate that from time to time, students will make poor decisions that require teachers and/or school administrators to assign consequences to inappropriate behavior that is prohibited under Board policy and/or the behavior expectations outlined in the Behavior Plan. The Levels of Consequences outlined below, guide teachers and administrators in assigning consequences. *This is only a guide. Administrators retain the right to assign a lower or higher level of consequence based on the specific facts and circumstances of each individual event.*

Certain acts of gross disobedience or misconduct may result in the most serious level of consequence; a student's expulsion from school.

### Weapons

Pursuant to Board Policy 7:190, a student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapons regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as described above.

### Harassment

Pursuant to Board Policy 7:20, every District employee, agent and student has the right to learn without encountering unwanted verbal and physical contact-to be treated respectfully without sexually harassing language and or conduct that impacts the ability to learn.

### Reporting Harassment and/or Bullying

Reports of harassment or bullying can be directed to the school district's complaint managers. Additionally, anonymous bullying reporting is available to all parents of Palos School District 118 via our website at [www.palos118.org/bullying](http://www.palos118.org/bullying).

#### Complaint Managers

Dr. Ron Cozza, Assistant Superintendent  
708-761-5803

Mrs. Erin Deval, Director of Student Services  
708-761-5806

### Notification to Juvenile Authorities or Other Law Enforcement

Certain acts of gross disobedience or misconduct as well as emotionally damaging situations may result in notification to juvenile authorities or other law enforcement agencies, including the possession of a weapon as described above and other criminal activity, including but not limited to, illegal drugs (controlled substances) and alcohol.

### LEVEL I – Classroom Intervention (Teacher Initiated)

#### Warning

Letter of Apology  
Loss of Class Privileges  
Seat Change  
Teacher Conference with Student  
Teacher Contact with Parent  
Mentoring  
Reinforcement of Appropriate Behavior  
Class Detention  
Behavior Contract  
Confiscation of Items  
Conflict Resolution  
Peer Mediation  
Written Reflection

LEVEL 2 – Office Referral Required

All Level 1 Consequences  
Parent/Guardian Contact by Administrator  
Parent/Guardian Conference with Administrator  
Office Detention  
Bus Suspension  
In-School Suspension (1-3 Days)  
Out of School Suspension (1-3 Days)  
Loss of Privileges including Extracurricular Activities and Athletics  
Confiscation of Property  
Community Service

LEVEL 3

In-School Suspension (More Than 3 Days)  
Out of School Suspension (Up to 4 Days)  
Community Service  
Suspension of Computer Privileges  
Referral to Community Service Provider/Program  
Payment of Restitution (Vandalism)

LEVEL 4

Out of School Suspension (More than 4 days)  
Alternative School Placement  
Expulsion

## Consequences for Grades 6-8

Offense/Violation	1	2	3	4
Absence/Tuancy*	X	X		
Academic Dishonesty	X	X		
Aggressive Behavior	X	X	X	X
Ammunition			X	X
Arson/Fire			X	X
Bomb Threat			X	X
Bullying		X	X	X
Destruction of Property/Vandalism		X	X	
Dishonesty	X	X		
Disobeying Directives from Staff Members or School Officials	X	X		
Disrespect Towards Others	X	X		
Disruption of Classroom/School	X	X	X	
Dress Code	X	X		
Eating Food or Gum Chewing Without Permission	X			
Electronic Device Misuse	X	X		
School Issued Device		X		
Personal Electronic Device	X	X		
Extortion/Strong Arming/Blackmail		X	X	X
False Alarms		X	X	
False Information/Accusations	X	X		
Failure to Serve Detention		X		
Fighting		X	X	X
Fireworks/Explosives			X	X
Gambling		X	X	
Harassment		X	X	X
Hazing		X	X	
Inappropriate Behavior on Bus		X		
Inappropriate Language	X	X	X	
Inappropriate Physical Contact	X	X	X	
Inciting or Participating in a School Disturbance		X	X	X
Intimidation		X		
Involvement in a Gang or Gang Activity		X	X	
Littering	X	X		
Personal Electronic Device Misuse	X	X		
Possession of Matches/Lighters		X	X	
Public Display of Affection	X	X		
Running in Hallways	X			
School Issued Electronic Device Misuse	X	X	X	
Stealing/Theft		X	X	X
Tardiness	X	X		
Threats		X	X	
Unprepared for Class	X			
Weapons			X	X



<b>Alcohol</b>	Possession			X	X
	Consumption			X	X
	Distribution			X	X
	Intent to Distribute			X	X
<b>Tobacco/Nicotine/E Cigarettes</b>	Possession			X	X
	Consumption			X	X
	Distribution			X	X
	Intent to Distribute			X	X
<b>Illegal Drugs or Controlled Substances</b>	Possession			X	X
	Consumption			X	X
	Distribution			X	X
	Intent to Distribute			X	X
<b>Other Prohibited Substances Outlined in Board Policy 7:190</b>	Possession			X	X
	Consumption			X	X
	Distribution			X	X
	Intent to Distribute			X	X
<b>Leaving without Permission</b>	Area	X	X		
	Class	X	X		
	School Grounds		X	X	
<b>Laser Pointer</b>	Possession	X	X		
	Use	X	X		
<b>Making a Threat on an Internet Website</b>	Against an Employee		X	X	X
	Against a Student		X	X	X
	Against School Related Personnel		X	X	X

\*Referred to County Truancy Officer after 10 days.

### Re-Engagement Plans for Returning Students

A re-engagement plan will be developed for all students returning from an out-of-school suspension, expulsion or alternative school placement to support the student's ability to be successful in school following a period of exclusionary discipline.

Re-engagement plan provisions may include but are not limited to:

- Student meeting with social worker and/or administrator upon return;
- Mandatory parent conference
- Completion of a threat assessment; and/or
- Development of a behavioral plan

#### Make Up Work

Pursuant to Board Policy 7:190, students who have been suspended will be given the opportunity to complete or make up work for equivalent academic credit within the same number of days the student was excluded from school if assignments were not provided prior to the student's exclusion. If assignments were provided prior to the student's exclusion, they are due the day the student returns unless otherwise specified by an administrator or teacher.

#### Appropriate and Available Support Services

Students excluded from school for 5 or more days will be provided appropriate and available support services if such services exist, including but not limited to, referrals to non-district sponsored community support services.

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

#### Electronic Recordings in Schools and on School Buses

Electronic cameras and audio recordings are used on school buses. Security cameras are used in all school buildings and district facilities. These devices are used to promote and maintain a safe environment for students and employees. Notice of electronic recordings and cameras are posted on buses and school buildings. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the board's discipline policy and may be required to reimburse the school district for any necessary repairs or replacement.

Electronic recordings made on school buses or within school buildings with school district recording devices are confidential and may be reviewed, listened to, or used only by school officials, their designees, and law enforcement professionals for investigations, school disciplinary actions or hearings, proceedings under the Juvenile Court Act of 1987 and criminal prosecutions related to incidents occurring in and around the school bus or school building.

The content of an electronic recording made on a school bus or within a school building with school district recording devices may become part of a student's school record to the extent school officials use and maintain the content for a particular reason regarding that specific student. Electronic recordings that become part of a student's school record shall not be a public record.

### School Property

Pursuant to Board Policy 7:140, school authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, school-issued devices, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

## **GLOSSARY**

### **Absence/Truancy**

Section 26-2a of the School Code defines "chronic or habitual truant" as a student who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days (9 days within the previous school days).

Section 26-2a of the School Code lists the following as "valid cause:" 1. Illness 2. Observance of religious holiday 3. Death in the immediate family 4. Family emergency 5. Other circumstances outside of the student's control as identified by the board of education in each district 6. Other circumstances which cause reasonable concern to the parent for the safety or health of the student.

### **Academic Dishonesty**

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

### **Aggressive Behavior**

Behavior that does physical or psychological harm to a staff person or another student. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

### **Ammunition**

A projectile that can be fired from a firearm or otherwise propelled such as a bullet, arrow, pellet, etc. Any other object which by virtue of its shape or design give the appearance of any of the objects listed above.

### **Arson/Fire**

Attempting to, aiding in, or setting any fire on school property. This includes unauthorized possession of a flammable liquid or materials with the intent to set fire.

### **Bomb Threat**

Making threats or providing false information concerning the presence of explosive material or devices on school property without cause, whether in writing, electronically, in person, or by phone.

### **Bully**

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct including, communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following.

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

**Destruction of Property/Vandalism**

Acts that cause damage to school property.

**Dishonesty**

Being untruthful; deceitful

**Disobeying Directives from Staff or School Officials**

Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include but are not limited to refusing a staff member's request to stop, present school identification, or submit to a reasonable search as outlined in Board Policy 7:140.

**Disrespect Towards Others**

Doing or saying something that shows a lack of respect toward that person including inappropriate comments or physical gestures to others.

**Disruption of Classroom/School**

Engaging in any activity, on or off campus that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

**Dress Code**

Appropriate attire as defined in this behavior plan. Student dress that distracts from or interferes with the educational process is prohibited.

**Extortion/Strong Arming/Blackmail**

The process of obtaining property from another with or without that person's consent by wrongful use of force, fears, and threats.

**False Alarms**

In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

**Fighting**

An incident involving two or more students with inappropriate and unsolicited physical contact, such as hitting, kicking or punching.

**Fireworks/Explosives**

The possession and/or use of fireworks and explosives on school property is prohibited.

**Gambling**

Wagering money or property.

**Harassment**

A behavior continuing over a period of time that makes a person feel uncomfortable or unsafe. Continuous name calling, use of derogatory slurs, sexual violence, psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice and other prohibited acts as outlined in Board Policy 7:20.

**Hazing**

Bullying or aggressive behavior that does physical or psychological harm to others.

**Inappropriate Behavior on Bus**

Willful disobedience of the bus driver's or other school official's directives and other actions prohibited under Board Policy 7:220.

**Inappropriate Comment**

Statement/comment made which is not found to be acceptable within the school environment.

**Inappropriate Language**

Using vulgar or abusive spoken or written language.

**Inappropriate Physical Contact**

Aggressive physical action against another including but not limited to deliberate hitting, pushing, poking, shoving, kicking, pinching, tripping, biting, spitting, punching or scratching another person.

**Inciting or Participating in a School Disturbance**

Causing or participating in the mass disruption of the educational environment.

**Intimidation**

A behavior continuing over a period of time that makes a person feel uncomfortable or unsafe. See Harassment.

**Involvement in a Gang or Gang Activity**

Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia is prohibited.

**Personal Electronic Device Misuse**

The use of personal electronic devices is prohibited during the school day unless otherwise authorized by a school official. When authorized, personal electronic devices are to be used solely in the manner outlined by a school official. The misuse of a personal electronic device will result in confiscation of the device. Parents may be required to visit the school to pick up the device.

**Prohibited Substances**

A substance whose use is controlled by law or illegal.

**Public Displays of Affection**

An act of physical intimacy in view of others, i.e., holding hands, kissing, etc.

**School Issued Electronic Device Misuse**

Violating the policies and procedures for use of a school issued electronic device as outlined in the Student/Parent Handbook and engaging in activity that is expressly prohibited under the Acceptable Use Policy 6:235.

**Stealing/Theft**

Taking or obtaining the property of another person or institution without permission or knowledge of the owner.

**Tardiness**

Arriving to school or class late.

**Threat**



A statement of an intention to inflict pain, injury, damage, or other hostile action on someone.

**Unprepared for Class**

Arriving for class unprepared to take part in educational activities including but not limited to intentionally refusing to complete homework assignments, refusing to bring appropriate supplies, or failing to ensure a school issued electronic device is charged and in good working order.

**Weapons**

A firearm, meaning any gun, rifle, shotgun, or weapon as defined in Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or a firearm as defined in Section 24-1 of the Criminal Code of 1961.

A knife, brass knuckles, or other weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

**Alcohol**

Alcoholic beverages as defined in Board Policy 7:190.

**Tobacco/Nicotine/E Cigarettes**

Tobacco, nicotine materials and E Cigarettes as defined in Board Policy 7:190.

**Illegal Drugs or Controlled Substances**

Any illegal drug or controlled substances including “look alike” or counterfeit drugs and drug paraphernalia as defined in Board Policy 7:190.

**Laser Pointer**

The possession and use of a laser pointer on school property is prohibited.

**Leaving Without Permission**

Leaving a classroom, other assigned area or school grounds without permission of a school official during regular school hours or during school related activities is prohibited.

**Making a Threat on an Electronic Platform**

Making an explicit threat against a school employee, a student, or any school-related personnel if:

1. The threat that was made was on a site that was accessible within the school at the time the threat was made.
2. The threat was available to third parties who worked or studied within the school grounds at the time the threat was made.
3. The threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
4. The threat causes a disruption to the school day.





# ***Student/Parent Handbook***

## **Pandemic Response**

This student handbook is amended to include the school district's Pandemic Safety Plan and all implementing rules, procedures and consequences associated with implementing the school district's safety plan. The school district reserves the right to amend this student handbook at any time in response to any modification to the Pandemic Safety Plan.

During this school year, it is possible the school district will implement a remote only program. Participation in remote learning is subject to the following:

- The School District's Acceptable Use Policy for Technology is applicable during remote learning.
- Students are asked to participate in a comfortable, quiet and private location in their home, to the extent possible.
- For the privacy of all students, only adults who are directly supervising students as parents/caregivers are permitted to be present during remote instruction.
- School staff are authorized to create audio/video recordings of lessons to assist student learning.
- **Audio/video recording of lessons in the home setting is prohibited in order to help protect the confidentiality of student information.**
- District personnel will take all reasonable steps to guarantee the confidentiality of students' personally identifiable information during remote learning. However, the District cannot fully control or guarantee the confidentiality of communications during remote lessons.
- Questions related to remote learning instruction may be directed to the building principal.

## 1. RECEIVING/RETURNING YOUR DEVICE

### a. Devices Are Owned and Issued by the Palos School District 118

Devices are a necessary requirement for access and completion of many learning activities. Their function as a digital textbook and information access tool is necessary for student success. Devices will be distributed at the beginning of the school year and collected at the end of the year. Students will be provided Device Orientation.

### b. Students will receive:

- Either a Dell 3190 Computer, a Lenovo 300e computer or an iPad managed by a Palos School District 118
- Charging cable
- Carrying case with student name and ID label

Devices will be turned in over the summer to be prepared for the following school year.

### c. Returning your device

Devices and accessories will be turned in during the last two weeks of the school year. If a device and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost. **Law enforcement agencies may be notified if necessary.**

### d. Withdrawn students

Students leaving the district must return district owned devices and all accessories prior to withdrawal from Palos School District 118 to the school office.

## 2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device that has been issued by Palos School District 118. Devices that are broken, or fail to work properly, must be taken to the Technology Department as soon as possible so that the issue can be properly resolved. ***Do not take district-owned devices to an outside computer service for any type of repairs or maintenance.***

### a. General Care

- Devices are expected to remain in their protective case at all times. Although the case will help protect the device, they are not a guarantee to prevent damage, it remains the students' responsibility to care for and protect the device.
- Students are responsible for bringing a fully charged device to school each day.
- All district labels and barcodes must remain on the equipment and not be modified or tampered with in any way.
- Devices and cases must remain free of any personalization, such as: writing, drawing, stickers, etc.
- Be mindful of food, drink, etc. that may come in contact with the device when it is stored or in use.
- Devices should not be left unsupervised; they are in danger of being stolen.
  - If an unsupervised device is found, students should notify a staff member immediately.
- Upon discovery that a device has been stolen, report the information to Building Administration.
- Devices should not be stored in a vehicle for security and temperature control reasons.

**b. Carrying Devices**

- Transport devices with care.
- Devices should not be carried in a backpack, they should be transported in the provided carrying case.
- No other items should be carried in the carrying case; the case is for the device and power cord only.
- No accessories should be plugged in (power cord, USB drive, iPad keyboard, etc) when in a carrying case.
- Device lids should always be closed when moving.

**c. Screen Care**

- The device screens can easily be damaged. The screens are particularly sensitive to damage from excessive pressure. Do not lean or put pressure on the top of the device when it is closed.
- Do not place anything in the backpack/carrying case that will apply additional pressure against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, papers, etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
  - Do not use window cleaner, household cleaners, or other sprays, as they contain abrasive chemicals and may damage the device. If needed, a cloth lightly dampened with water can remove smudges.

**d. Technical Support**

Each school will have tech support that will provide multiple services to support device usage and repair. Services that will be provided at the Help Desk include:

- Troubleshooting/repairs
- Loaning devices to students who have devices in for repair
- Charging of devices
- Assisting students with questions about devices or online tools
- Submission of warranty claims

Support will be provided via email. If you have any questions/issues you can email support at - [studenttech@palos118.org](mailto:studenttech@palos118.org)

**e. Peripherals**

The following are authorized to be used with district supplied devices:

- Wireless mouse/keyboard
- Headphones (Bluetooth headphones require setup by the tech staff and will be treated as a low priority)

\*\*\*\*\* Game controllers and any other non-educational devices are prohibited.

### Warranty and Insurance

The district will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The district will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

The vendor does **NOT** warrant against damage caused by misuse, abuse or accidents. All repair work must be completed by the Palos School District 118.

### **Estimated costs (Subject to change)**

The following are estimated costs of device parts and replacements:

<b>Windows Device</b>	<b>iPad</b>
Screen Replacement - \$100	Screen replacement - \$100
Power Cord - \$20	Broken Audio Jack - \$75
Carrying Case - \$20	Charging Cable - \$10
	Charging Brick - \$10
The student will be charged for any other damage (missing keyboard keys, cracked shell, etc.) that occurs.	

## **3. USING YOUR DEVICE**

### **a. Devices Left at Home**

Students are expected to have their device present on a daily basis. Repeat violations may result in disciplinary action.

### **b. Devices Under Repair**

Loaner devices may be issued to students when they leave their device for repair. Students using loaner device will be responsible for any damages incurred to the loaner while in possession of the student.

### **c. Charging Your Device**

Devices must be brought to school each day fully charged. Repeatedly bringing your device to school uncharged may result in disciplinary actions. The power cord should be kept in student's book bag or at home. You may not have the opportunity to charge your device in the classroom.

### **d. Account Security**

Students are required to use their own Palos School District 118 issued username and password, and keep this password confidential. If you suspect your password is being used by others, contact the Technology Department immediately at [studenttech@palos118.org](mailto:studenttech@palos118.org).

### **e. Backgrounds**

Desktop wallpaper and screensavers are set by the school district. They are locked and cannot be changed.



**f. Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher. Students using headphones or sound without permission may result in disciplinary action.

**g. Email**

Students are provided an email account by the district. Email correspondence will be used for educational purposes only. Digital communication etiquette is expected by all students using all school provided accounts, sites, or applications including but not limited to wikis, blogs, forums, video conferencing, podcasts, and online collaboration sites.

**h. Printing**

Permission by the teacher is required for printing in school. Students are encouraged to use digital files as much as possible. Printing should be only out of necessity. Students should print in black/white whenever possible. All print jobs are tracked and logged. Excessive or inappropriate printing may result in disciplinary action.

Palos School District 118 has setup a Print Management System to control and track print jobs. Students can print to the "PaperCut" printer which will be installed and configured on their device. Students will then go to a printer, enter their username on the touchscreen, and release their jobs to print. The jobs will then print. Printers are located throughout the buildings.

**i. Managing and Saving Your Digital Work with a Device.**

- **Microsoft OneDrive**

Students will be issued a Microsoft Office 365 account. These accounts come with an Internet/Cloud based storage (OneDrive) that students will use to store digital work. Files saved to your OneDrive can be accessed from any device, anywhere, and at any time with an Internet connection at <https://portal.office.com>. Prior to leaving the district, or graduating, students are encouraged to transfer any documents to a personal account. Per Microsoft Licensing Agreement, if you are no longer a student in our district, your Microsoft 365 Account is disabled and removed.

- **My Documents**

All digital work should be saved to Microsoft OneDrive.

**j. Video/Audio Conferencing Tools**

Students are prohibited from accessing or participating in online video/audio conferencing (i.e. Zoom, Skype, Facetime, Google Meets....) without prior approval from a teacher or administrator.

#### **4. OPERATING SYSTEM ON YOUR DEVICE**

Microsoft Windows 10 Enterprise is installed on every device. Attempts to remove and/or install another operating system is against board policy and may result in discipline action. Updates to Windows 10 will be installed automatically. Students should power down and restart their device weekly for the updates to take effect.

Anti-virus software is installed on each device. Attempts to remove or bypass anti-virus software is against district board policy and will result in disciplinary action.

Use of scripts and/or batch files to modify the behavior of Windows or the device is prohibited.

Students may not use the Internet/technology devices to engage in unethical, hacking, or any other unlawful activities.

#### **5. CONTENT FILTER**

The District uses an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Internet access is filtered both inside and outside the district. Filtering restricts access to inappropriate content, but Palos School District 118 cannot guarantee that all inappropriate content will be blocked. No filter is as reliable as adult supervision. It is the responsibility of parents or guardians to monitor a student's technology usage at home.

#### **6. SOFTWARE**

Internet Browser - Google Chrome is the only authorized browser for use on Windows devices. No google Chrome extensions are allow without approval from the Technology Department.

Safari is the authorized browser on iPad.

Students will not be able to install programs on their devices. This will help ensure that viruses and spyware do not get accidentally installed. If a class requires a specific program to be installed, the teacher will work with the Technology Department in advance.

The district will maintain a modified Microsoft Store. Only approved apps will appear in the store.

#### **7. NO EXPECTATION OF PRIVACY**

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is district-related or personal purpose, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record the use of student devices (including reviewing files, Internet logs/histories and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using the device, students agree to such access, monitoring and/or recording of their use.

## 8. DEVICE IDENTIFICATION

The District will maintain a log of all devices that includes the device serial number, asset tag, and name and ID number of the student assigned to the device.

## 9. COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the District Acceptable Use Policy.

## 10. APPROPRIATE USES AND DIGITAL CITIZENSHIP

In general, the school issued device should be used for educational purposes, students are to adhere to the Acceptable Use Policy (6:235), and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information, images, and other media that I post online. I will consider what personal information about my life, experiences, experimentations, or relationships I post. I will not be obscene.
2. **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choices of websites. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property:** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use policy.
6. **Protect Intellectual Property:** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will act with integrity.

