

PRINCIPAL'S MESSAGE

Dear Students, Staff, Parents, and Guardians:

Welcome to Palos South Middle School! We hope you had a wonderful, relaxing summer break with your family.

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

To help us maintain a safe and engaging learning environment, it is particularly important for students, parents, and staff to understand and follow the school's procedures and the District's Code of Conduct.

We do require that every student has a school-issued assignment notebook because we believe it provides an organizational vehicle to help all students grow and achieve their goals. Students are expected to have their assignment notebook and make use of it daily. Students should also frequently check our Schoology learning management system as well as Skyward for additional academic information. We encourage parents to regularly review these tools to support your children in developing their study skills.

We are looking forward to a successful and rewarding 2021-2022 school year!

Sincerely, Mr. Stuart Wrzesinski

Principal, Palos South Middle School 708-448-5971 swrzesinski@palos118.org

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."

MISSION STATEMENT

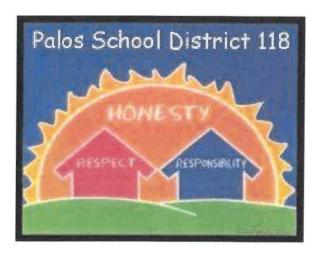
The mission of Palos Community Consolidated School District 118 is to provide a safe, supportive, and quality learning environment utilizing educational resources to engage its students to become confident, adaptive and productive life-long learners.

Therefore, we believe that

HONESTY, RESPECT, and RESPONSIBILITY

are character traits all Palos South Middle School students should exhibit on a daily basis.

For that 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 South Middle School.



GENERAL SCHOOL PROCEDURES, GUIDELINES AND POLICIES

This Parent-Student handbook is only a summary of board policies governing the district. A complete listing of the board policies is available to the public at school offices and online at the district website. Please note that 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

ARRIVAL TO SCHOOL:

ENTERING THE BUILDING

Mondays, Tuesdays, Thursdays, and Fridays: Students will be permitted to enter the building only after 7:15 a.m.

Wednesdays: As noted through district-wide correspondence, Palos South will be running late start Wednesdays during the school year. Supervision for students on these days will not begin until 8:15. On these days, school doors will open beginning at 8:15 in order for the school day to begin at 8:45. On these days, the north doors will be open to the school buses and the upper level south doors will be open to car riders.

Bus riders will enter through the main door. Car riders will enter through the Commons door. Due to safety concerns, cars are not permitted to drop off students on 131st street. Walkers enter through lower level by the Dr. Carroll Center. Please utilize the sidewalk while walking to and from school.

ZERO HOUR-ACADEMIC ARRIVAL (7:29 am)

All 6th, 7th and 8th grade students arriving for a zero hour class, teacher or office issued detention, Zero Hour Power (intervention program), or any other reason, should report directly to the Commons from the zero hour bus arrival. Students are not permitted to go to their lockers at this time. ZERO hour buses are available; these buses arrive at 7:15am. If your child does not regularly attend zero hour please contact the transportation department at (708) 448-4405 to schedule a ride.

ALL ZERO HOUR STUDENTS: Report to the Commons, students will be dismissed by a supervisor to their class.

ZERO HOUR STUDENTS WHO ATTEND REQUIRED CLASSES: Some classes, such as Physical Education and 8th grade Band, are mandatory. Therefore, students with 2 or more absences may receive a consequence.

STANDARD ARRIVAL FROM BUS

If your child is taking the morning bus, he/she will report directly to their assigned areas. Students should not go to their lockers, walk the hallways, or loiter in the bathrooms.

Mondays, Tuesdays, Thursdays, & Fridays: 6th and 7th grade: Report to the Commons

8A: Report to the Media Center 8B: Report to the Little Theatre

Late Start Wednesdays:

All grade levels report to the Commons until dismissed to their designated areas.

All students will be dismissed to lockers and Connections by the supervisor.

LATE ARRIVAL (after 8:15 am)

If parents are aware that their children will be late, they should inform the office.

Late arrival students should enter through the main office to report reason and receive pass to class.

If you're dropping off your child by the back doors, (by the Commons), please make sure it is before 8:10 am. After 8:10 am, the back doors will be locked, therefore, your child will have to be dropped off at the front of the building and enter through the front office. The student will receive a tardy pass from the front office staff.

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. Additionally, there are no Zero Hour classes on Wednesdays. More 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
South (6-8)	8:15 a.m.	8:45 a.m.	2:40 p.m.

TARDINESS TO SCHOOL

A late arrival to school requires a parent/guardian explanation. Reasons such as sleeping late or missing the bus will be counted as an unexcused tardy. Doctor and dentist appointments are excused tardies.

• Consequences for tardiness are outlined under levels 1 and 2 of the student behavior plan.

ASSIGNMENT NOTEBOOKS: (Grades 2-8)

All students are required to maintain a school-issued assignment notebook. They are also required to bring their assignment notebooks to class every day and utilize these for the intended purpose. Additionally, students should continuously check both Schoology and Skyward for additional class information. Replacement assignment notebooks can be purchased in the front office for \$5.00.

ATTENDANCE:

There is a 24-hour answering service to report absences: 708-923-7053

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.

In order for this system to work effectively, it is essential that the parent/guardian call the absence line and report the reason for the absence.

A parent or guardian must sign out any student in the front office who is to be dismissed early.

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.

ABSENCES (EXCUSED/UNEXCUSED)

Students that regularly miss school are at heightened risk for falling behind academically. Parents/guardians should make every effort to ensure students are in Student absences will be school daily. 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 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.

Refer to Board Policy 7:70 for detailed information.

ATTENDANCE AND EXTRA-CURRICULARS

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 or sports that day.

EXTENDED ABSENCES:

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 prior to the extended absence. If a 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 an extended absence in excess of 10 days must be made in writing to the Superintendent 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 as 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 chronically 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

MAKE-UP WORK

*ABSENCE MAKE -UP WORK

All students should check their teachers' Schoology pages prior to calling the school to request work. In the event that work is not posted online, parents of students who are absent from school for 2 or more days, may request make-up work (prior to 10:00 am) by calling the school office. In the event that a child is ill for 2 days or longer, it is strongly recommended that parents call the office and make a request for the make-up work. Homework may be picked up on the day requested in the school vestibule until 3:45 pm . The office hours are 7:00 until 3:30pm.

On arrival back to school, students should make arrangements with their teachers to make up missed tests, quizzes, or other assessments.

A student who is excused from school attendance shall have the equivalent opportunity to make up any examination, study, or work requirements which he/she

missed during the excused absence (schedule to be determined by the teacher)

Please monitor Schoology, Skyward, and team calendars on our internet site for additional information about missing assignments.

VACATION MAKE-UP WORK:

Academic success is dependent on regular student attendance. Parents are encouraged to plan family vacations when school is not in session. It is impossible to replicate the classroom experience by virtue of make-up class work. Class discussions and conceptual development cannot be made up through missed assignments. Should it be impossible to schedule vacation without impacting the school schedule, the teacher will provide make-up work upon the students' return to class. We encourage any student who is absent from school, regardless of the reason, to check Schoology for information on their missing work. Students will be given the same number of days to complete make-up work as the number of days out of school for vacation. A zero may be given for incomplete work.

TRUANCY

A truant is defined as a child who is absent without a valid cause. Similarly, a chronic truant is defined as one who is absent without a valid cause (medical documentation) for 5% or more in the school year.

*Appropriate disciplinary consequences may be given should an administrator deem a student as a chronic truant. Also, the authorities, such as the county truancy officer, will be notified.

SCHOOL PHONE USAGE

If a student needs to go home due to illness, the student must see the nurse and she will make the call to the parent from the nurse's office.

Students need permission before using any school phone. It is at the discretion of the adult whether a class or office phone will be used. If students are unable to make phone contact, they are to leave a message stating the reason why they called.

BUILDING VISITORS:

School security procedures require that all visitors must request admittance to the school through the front office. All visitors are required to have a picture ID such as a driver's license or state-issued ID. All visitors must identify the purpose of their visit. All visitors will be required to wear a visitor badge and lanyard. Visitors are limited to the preapproved purpose for their visit and should not visit classrooms, engage in conversations with students, or tour the building. At the conclusion of the visit, all visitors must return to the office, sign out and return his/her badge and lanyard.

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.

St. Peter and Paul Orthodox Church 8410 W. 131st Street

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 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

District 118 will utilize an automated calling system to call in the event of a school closing. School closings are also listed on the district website and the Emergency Closing Center website: 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.

INCLEMENT WEATHER PROCEDURES

Palos 118 has a one-hour late start option to provide an additional solution for poor weather situations. The late start would delay all school and bus operations by one hour. Students would report to their bus stops one hour later and schools would begin one hour later. The late-start schedule would operate as follows:

- No before-school programs at any schools or South zero hour will be held.
- 2. All schools would begin one hour later:

South would begin at 9:15 a.m.

- 3. All schools would end at their normal time.
- 4. After-school activities would occur unless otherwise indicated.
- 5. All bus route pickups would be one hour later in the A.M. with same P.M. drop-off times.
- 6. If a late start is declared, the status would not change to a full closing except in extreme conditions. (The intent is to make a commitment to late start and stay with it so everyone can plan accordingly).

*See page 20-21 for daily schedule

EXTRA-CURRICULAR ACTIVITIES:

Palos South offers a large variety of extracurricular activities. 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 club activities. In addition to our internal programs, Palos South competitively participates in the South-West Interscholastic Conference.

ACTIVITY BUS PROCEDURES

Students who wish to utilize the after school activity buses must report this information to the after school activity supervisor. Prior to the start of all extra-curricular activities, the club sponsors will take attendance and will document which students will be riding the afterschool bus. At approximately 3:30 pm, students will report the Commons and sit at their assigned bus table. The after school supervisor will dismiss students by bus number to ensure an orderly and safe dismissal.

HEALTH 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 athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due

to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy

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 update emergency verification forms 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 school leave early will ONLY be released to a parent or a person listed on the emergency card.

PHYSICALS

Illinois State Law and the Department of Public Health require any student entering sixth grade or any student new to the district to produce a completed physical with immunizations, including TdaP and meningococcal disease. Students will not be allowed to start school without the completed exam form.

Any student wanting to participate in an extra-curricular athletic activity must

have an active physical on file with the nurse PRIOR to try-outs. NOTE: We require a separate athletic physical for extra-curricular sports. This physical is different than the routine health physical. A sports physical is valid for 395 days from the date performed. All students must submit the official State of Illinois IHSA/IESA Pre-Participation examination form or a complete State of Illinois Certificate of Child Health Examination, both of which are available on our district website, as well as in our health office.

HEALTH/MEDICATION INFORMATION:

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, etc. and epi-pens. The one exception is inhalers, which require the asthma section of the medication authorization form to be completed by the parent only and the original pharmacy label on the inhaler box.

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.

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 and epi-pens to and from school. 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.

FOOD PRACTICES:

Palos South is designated to be food-free. Bringing in food for multiple students is not allowed. Nor will the office staff accept any deliveries from fast food establishments, or any type of birthday treats. These are items such as, but not exclusive to, cupcakes, candy, birthday cake, or pizza.

Also, it is expected that student refrain from chewing gum throughout the school day.

FORGOTTEN LUNCHES/ LUNCH DROP OFF

On occasion, students forget their lunch. Parents who wish to deliver a lunch to their child, may do so by placing the child's lunch (labeled with student's name) in the appropriate grade level lunch bin located in the front vestibule of the school. The lunch bin is delivered to the Commons on a daily basis to ensure all students receive a lunch.

LUNCHROOM PROCEDURES

A hot lunch program is operated on a daily basis.

Students may also bring their own lunch. Milk and drinks may be purchased on a daily basis. Students eat lunch in the Commons.

Students are expected to use courtesy and common sense while eating lunch. It is expected that every student will conduct himself/herself in the same manner as he/she would while dining at home or in a restaurant. Student may be referred to lunch detention room or the main office if they are not acting appropriately.

Students are expected to come to lunch and eat in a quiet and orderly manner.

- All students are to use the "Two Foot Rule" when talking in the lunchroom.
 This means that a student's voice would not project beyond two feet.
- Students are to remain at their table unless they have permission to leave.
- All students must have permission in the form of a hall pass to leave the Commons for any reason.
- The attention signal will be given approximately five minutes before students are dismissed. Students must then make sure that their tables are cleared off and the floor underneath the table is clean.
- Students will then be dismissed table by table or row by row.

LOST AND FOUND ITEMS:

When an item is lost, students are requested to check the lost and found boxes, which are located outside the school store. However, District 118 assumes no responsibility for the loss of personal property. Twice a year all unclaimed items will be donated to a local charity. Therefore, it is highly encouraged that students do NOT bring items of value to school.

STUDENT PERFORMANCE

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 type of practice needed and the individual student.



Generally speaking, students can expect the following:

- Daily homework in mathematics
- Daily homework in reading
 - (i.e. independent reading)
- Additional time for review of notes, completion of long term and short term projects

As much as possible, long term projects and deadlines will be coordinated within the team.

GRADING GUIDELINES (GRADE 3-8) Grading scale:

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

Occasionally a student may receive an "I" or "incomplete" as a grade. This incomplete grade may be changed at a later date, when work is completed. All "incompletes" will be

replaced with the appropriate grade by the end of the following quarter.

*Parents and students have access to grades through the Skyward system. Progress Reports can be viewed through Skyward at midterm. To obtain a password, please contact the building technology managers or Deb Balayti at Central Office at extension 708.761.5804.

PROMOTION/ 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.

PROPERTY MANAGEMENT: LOCKERS

LOCKER DECORATING:

Locker decoration for special occasions is not permitted at Palos South.

STUDENT PERSONAL PROPERTY

Backpacks, purses, and all other personal items such as cell phones or Smart Watches must be placed in lockers upon entering school. In addition, all cell phones should be turned off and placed in students' lockers. If a student is using their phone or Smart Watch throughout the course of the school day, he or she must have teacher/staff permission to do so.

All students will receive locker assignments during the first day of school. Since lockers are for the safety and convenience of students, it is important to keep lockers locked. After the door is closed, the dial should be spun. Students should not purposefully manipulate the lock to keep it unlocked.

KEEP THE LOCK **COMBINATION** PRIVATE AND USE ONLY THE ASSIGNED LOCKER. STUDENTS ARE NOT PERMITTED TO MAKE **MOVES** UNAUTHORIZED INTO ANOTHER STUDENT'S LOCKER OR GIVE THEIR COMBINATION TO OTHER STUDENTS.

All students should inspect their lockers at the beginning of the school year for any damage or cleaning that might be needed. Any locker trouble should be reported immediately. Defacing of lockers is not permitted, including altering the locker It will be the student's mechanism. responsibility to rectify the problem. Actions may include being assessed a monetary fine or cleaning lockers in the school. Routine locker inspections may be conducted. Each student has the responsibility to clean out and remove locker contents at the end of the school year.

SCHOOL PROPERTY

ALL STUDENTS' LOCKERS, SCHOOL-ISSUED DEVICES AND PROTECTIVE CASES ARE THE PROPERTY OF PALOS SOUTH MIDDLE SCHOOL DISTRICT 118 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES, INCLUDING OUTSIDE AGENCIES, AT ANYTIME.

Lockers, school-issued devices, and protective cases are subject to search by school officials.

Since the school cannot assume liability for any lost, stolen, or damaged property, students are cautioned to keep their possessions under lock at all times. Students are discouraged from bringing valuables and large sums of money to school. Students are responsible for keeping their device safe and secure at all times. Only student-issued devices should be placed in the carrying bags.

SPECTATOR REGULATIONS:

STUDENT PROCEDURES

Students should go to their lockers, take the needed materials, and report directly to a supervised area for the extra-curricular activity or club.

- Students will NOT be allowed to return to their lockers at any time.
- Student spectators for athletic games must remain in the gym, unless they are in the entryway to make a phone call or use the restrooms.
- Students must have permission from the supervising adult to leave the stands at any time.
- Students in attendance must be seated in the designated student section.
- Rides home should be pre-arranged by both location and time of pick-up. Games typically end around 6:00 p.m. Students may be picked up by the Dr. Carroll Center on the lower level.

GENERAL SPECTATOR RULES

- Good sportsmanship toward both teams is always expected.
- No cheering or disruptive actions during free throws or serves will be allowed.
- Items such as skateboards, earphones, hats, or pets are not allowed in the gym.
- Cell phones should be turned off upon entering the gym.
- Flash photography is not allowed during the games.
- If a student is not in good academic and/or behavioral standing, he/she may not be permitted to attend the extra-curricular activity. It is at the discretion of the administrator and/or athletic director to admit the student.
- Once a student leaves an extracurricular activity, they are not permitted back in the building.

SCHOOL COMMITMENTS

STUDENT COMMITMENTS

Our students will do the following:

Exhibit honesty, respect, and responsibility

Attend school on a regular basis.

Look for opportunities to participate in academic, social, and athletic activities.

Exhibit good decision-making skills and positive behavior.

Utilize the school-issued assignment notebook.

Monitor grades on Schoology /Skyward.

Establish a place and time to study without distraction.

Complete all work, including absent work, on time. Be responsible for your education.

Check Schoology when absent for classwork and homework. See teachers for questions.

Follow school rules set before him or her.

Demonstrate proper digital citizenship.

Be drug and alcohol free.

Think before reacting.

Welcome their parent in being active participants in our school.

FACULTY COMMITMENTS

Our faculty will do the following:

Act in a professional manner with integrity and honesty.

Communicate with parents regularly about their student's progress in school.

Encourage students to attend, participate, and growto meet their own individual potential and talents.

Encourage students to think critically, to act responsibly, and to develop appropriate social behavior.

Expose students to a variety of opportunities to develop and nurture them as life-long learners. Foster an awareness of self-respect and respect for others.

Hold high expectations for student achievement, including pride and ownership of work.

Promote academic and extra-curricular activities, in which students have the opportunity to become exposed to enriched environments.

Support the idea that education is the product of teamwork and cooperation. Support building policies, which create a safe and healthy environment.

PARENT COMMITMENTS

Our parents will do the following:

Make sure their children attend school on a regular basis.

Encourage their children to participate in academic, social, and athletic activities.

Model good choices and behavior.

Monitor students' progress/attendance on Skyward, including checking midterm grades.

Check Schoology and assignment notebooks for daily assignments, quizzes, and tests.

Provide a place and time for their children to study without distraction.

Support their children in following school rules.

Set a positive example for drug, alcohol, and tobacco prevention.

Take time to investigate and become informed before taking action in situations.

Volunteer and participate in activities sponsored by the school.

*Monitor student's use of social networking/media websites.

SPECIAL SCHEDULES

Schedule A (Wednesday Late Start)

C/C	8:45 - 9:05
1st Period	9:08 - 9:47
2 nd Period	9:50-10:29
3rd Period	10:32-11:11
4th Period	11:14 - 11:44 (8)

	11:14 – 11:53 (6 & 7)
5 th Period	11:47 - 12:26 (8)
	11:56 - 12:26 (7)
	11:56 - 12:35 (6)
6th Period	12:29 – 1:08 (7 & 8)
	12:38 – 1:08 (6)
7th Period	1:11-1:50
8th Period	1:53-2:32

Schedule B (1:15 Assembly/Curriculum

Night)	
C/C	8:15 - 8:35
1st Period	8:38 - 9:06
2 nd Period	9:09 - 9:37
3 rd Period	9:40 - 10:08
7th Period	10:11-10:39
8th Period	10:42 - 11:08
4th Period	11:11 – 11:41 (8)
	11:11 – 11:54 (6 & 7)
5th Period	11:44 – 12:28 (8)
	11:57 - 12:28(7)
	11:57 – 12:39 (6)
6th Period	12:31 – 1:14 (7 & 8)
	12:42 – 1:14 (6)
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Schedule C (8:45 Assembly)

C/C	8:15 - 8:35
Assembly	8:45
1st Period	10:15 - 10:45
4th Period	10:48 – 11:18 (8)
	10:48 - 11:28 (6 & 7)
5th Period	11:21 – 12:01 (8)
	11:31 – 12:01 (7)
	11:31 – 12:11 (6)
6th Period	12:04 - 12:44 (7 & 8)
	12:14 – 12:44 (6)
2 nd Period	12:47 - 1:11
3rd Period	1:14-1:38
7th Period	1:41-2:05
8th Period	2:08-2:32

Students will be dismissed from 6th Period at 1:14 for Curriculum Night.

C/C	8:15-8:25
1st Period	8:28 - 8:45
2 nd Period	8:48 - 9:06
3rd Period	9:09 - 9:27
4th Period	9:30 - 9:48
5th Period	9:51 - 10:09
6th Period	10:12 - 10:30
7th Period	10:33 - 10:51
8th Period	10:54 - 11:15

Schedule E (½ Day/8:45 Assembly)

C/C	8:15 - 8:35
Assembly	8:45
1st Period	10:15 - 10:33
2 nd Period	10:36 - 10:54
7th Period	10:57 – 11:15

Schedule F (Inclement Weather Late Start)

C/C	9:15 - 9:25
1st Period	9:28 - 10:02
2 nd Period	10:05 - 10:39
4th Period	10:42 - 11:12 (8)
	10:42 – 11:22 (6 & 7)
5th Period	11:15 – 11:55 (8)
	11:25 – 11:55 (7)
	11:25 – 12:05 (6)
6th Period	11:58 – 12:38 (7 & 8)
	12:08 – 12:38 (6)
3rd Period	12:41 - 1:16
7th Period	1:19 - 1:54
8th Period	1:57 - 2:32

Schedule D (1/2 day Teacher Institute)

PALOS SOUTH MIDDLE SCHOOL 2021-2022 CLASS SCHEDULE 6th 7th 8th ZERO HOUR 7:29-8:12 CONNECTIONS 8:15-8:35 1st PERIOD (Plan) 8:38-9:21 2nd PERIOD (Plan) 9:24-10:07 3rd PERIOD (Plan) 10:10-10:53 (Plan) LUNCH 10:56-11:39 4th PERIOD 10:56-11:26 10:56-11:39 (Plan) LUNCH 11:29-12:12 5th PERIOD 11:42-12:12 11:42-12:25 LUNCH 12:15-12:58 12:15-12:58 6th PERIOD 12:28-12:58 7th PERIOD (Plan) 1:01-1:45 8th PERIOD 1:48-2:32

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 heelies and/or 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 inperson 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.

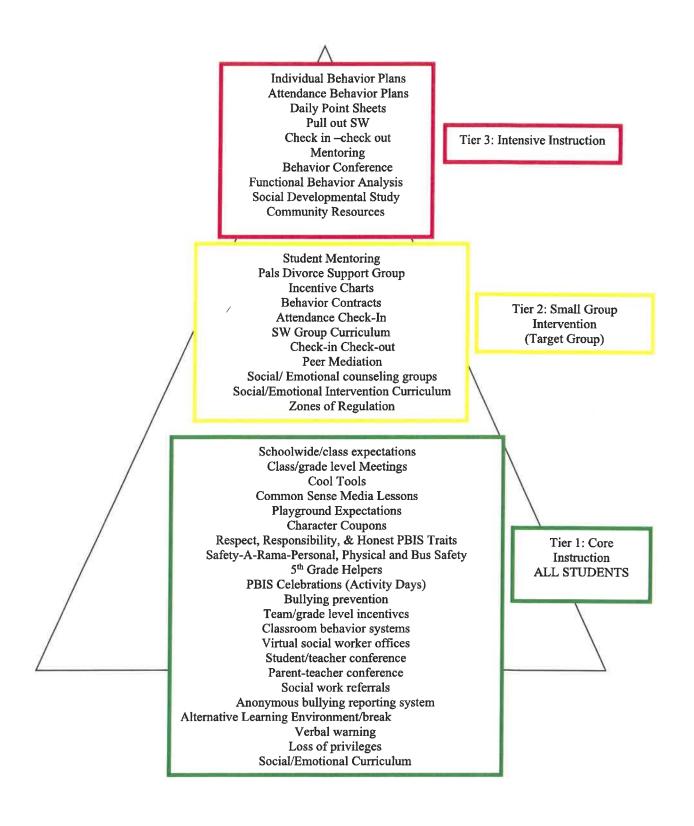
Level 2 – Small Groups

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 ILSC 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.

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/Truancy*		X	Х		
Academic Dishonesty		X	Х		
Aggressive Behavior		х	Х	х	Х
Ammunition				х	х
Arson/Fire				Х	Х
Bomb Threat				Х	Х
Bullying			Х	х	Х
Destruction of Property/Vandalism			Х	Х	
Dishonesty		Х	Х		
Disobeying Directives from Staff Members or School Officia	ls	Х	Х		
Disrespect Towards Others		X	Х		
Disruption of Classroom/School		X	Х	х	
Dress Code		X	х		
Eating Food or Gum Chewing Without Permission		Х			
Electronic Device Misuse	School Issued Device	X	х		
	Personal Electronic Device	х	Х		
Extortion/Strong Arming/Blackmail			Х	Х	>
False Alarms			X	Х	
False Information/Accusations		X	Х		
Failure to Serve Detention			Х		
Fighting			Х	Х	×
Fireworks/Explosives				Х	×
Gambling			х	х	
Harassment			Х	Х	×
Hazing			Х	Х	
Inappropriate Behavior on Bus			Х		
Inappropriate Language		X	Х	х	
Inappropriate Physical Contact		X	X	Х	
Inciting or Participating in a School Disturbance			Х	х	>
Intimidation			х		
Involvement in a Gang or Gang Activity			Х	Х	\perp
Littering		X	Х		
Personal Electronic Device Misuse		X	Х		
Possession of Matches/Lighters			х	х	
Public Display of Affection		X	X		\perp
Running in Hallways		X			
School Issued Electronic Device Misuse		X	X	Х	

Consequences for Grades 6-8

Offense/Violation		1	2	3	4
Stealing/Theft			х	х	х
Tardiness		х	х		
Threats			Х	х	
Unprepared for Class		X			
Weapons				Х	х
	Possession			Х	х
Alcohol	Consumption			Х	х
Alcohol	Distribution			Х	х
	Intent to Distribute			Х	х
	Possession			Х	х
Tobacco/Nicotine/E Cigarettes	Consumption			х	х
Tobacco/Nicotine/ E Cigarettes	Distribution			х	х
	Intent to Distribute			Х	Х
	Possession			Х	Х
Illegal Drugs or Controlled Substances	Consumption			Х	х
megal Drugs of Controlled Substances	Distribution			Х	Х
	Intent to Distribute			х	х
	Possession			Х	х
Other Prohibited Substances Outlined in Board Policy 7:190	Consumption			х	Х
Other Prohibited Substances Outlined III Board Policy 7.130	Distribution			х	х
	Intent to Distribute			х	х
	Area	х	Х		
Leaving without Permission	Class	Х	Х		
	School Grounds		Х	Х	
anna Daintea	Possession	х	х		
Laser Pointer	Use	x	х		
	Against an Employee		х	х	х
Making a Threat on an Internet Website	Against a Student		х	х	х
	Against School Related Personnel		х	Х	Х

^{*}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 alikes" 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.



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

Parent Signature	
Student Signature	
I agree to follow the guidelines discussed wit responsible uses of the Internet and District	
Student Signature	
Student's Name and Grade Level (Please pri	nt)



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.
 - o 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

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:

Windows Device	iPad
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.

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 <u>all</u> 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 accidently 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:

- 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.

