

# 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 2025-2026 school year!

Sincerely,  
Dr. Stuart Wrzesinski

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

## MISSION STATEMENT

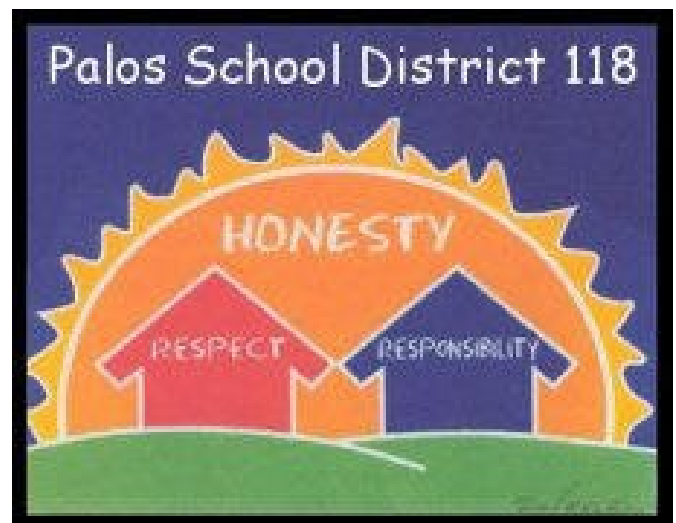
The mission of Palos Community Consolidated School District 118 is to provide a safe, supportive, and quality learning environment utilizing educational resources to engage its students to become confident, adaptive and productive life-long learners.

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. **Parents should review this student handbook along with the parent notification list on the Palos 118 website.**

## 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 131<sup>st</sup> 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 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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 8<sup>th</sup> 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 are not permitted to go to their lockers, walk the hallways, or loiter in the bathrooms.

### ***Monday - Friday:***

Students will report to their designated team locations until dismissed.

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. Repeated tardy passes may result in school consequences.

### 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	Ending Times for All Days
South (6-8)	8:15 a.m.	8:45 a.m.	2:32 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 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.

Refer to Board Policy 7:70 for detailed information.

#### ATTENDANCE AND EXTRA-CURRICULARS

Students may attend after-school events if absent for reasons other than illness, vacation, or unexcused absence with administrative approval.

#### **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 7:15 am 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 and Skyward 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. Personal cell phones should not be used to contact parents.**

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. 131<sup>st</sup> 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](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

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](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.

## EXTRA-CURRICULAR ACTIVITIES:

Palos South offers a large variety of extra-curricular 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. After-school buses leave Palos South between 3:50 – 4:00 p.m.

## 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 early will ONLY be released to a parent or a person listed on the emergency card.

## PHYSICALS

Illinois State Law and the Department of 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

Students CANNOT carry or take any prescription or non-prescription medication on school grounds or at school-related functions without a medication authorization on file with the school nurse. This includes all over-the-counter medication, like Tylenol, cough syrup, and topical creams. The only expectation 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 medication authorization form is available from your student's school nurse and on the district website. 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 AND DRINK 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.

Students are allowed and permitted to carry water bottles with them throughout the school day. Drinks other than water are permitted only in the lunchroom. Palos South does have water filling stations located around the building. For safety reasons, we recommend students to bring water bottles with lids that completely close to avoid unnecessary spills throughout the building.

Students are not permitted to sell any products (edible or not) while on school grounds. Student groups may sell items with teacher/administrator permission.

### 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 and grade level) in the appropriate area located in the front vestibule of the school.

### 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. Students 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.

- Under no circumstances are students allowed to buy or share food, snacks, or drinks with other students.
- 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.



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
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	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.

### **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, Smart watches, recording devices, and Airpods/headphones 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 UNAUTHORIZED MOVES 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 mechanism. It will be the student's 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.
- Once a student leaves an extra-curricular activity, they are not permitted back in the building.

### 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.

# ***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.

Demonstrate proper digital citizenship.

Be drug and alcohol free.

Think before reacting.

Welcome their parent in being active participants in school.

Have your computer charger with you at 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 grow to 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
1 <sup>st</sup> Period	9:08 – 9:47
2 <sup>nd</sup> Period	9:50 – 10:29
3 <sup>rd</sup> Period	10:32 – 11:11
4 <sup>th</sup> Period	11:14 – 11:44 (8) 11:14 – 11:53 (6 & 7)
5 <sup>th</sup> Period	11:47 – 12:26 (8) 11:56 – 12:26 (7) 11:56 – 12:35 (6)
6 <sup>th</sup> Period	12:29 – 1:08 (7 & 8) 12:38 – 1:08 (6)
7 <sup>th</sup> Period	1:11 – 1:50
8 <sup>th</sup> Period	1:53 – 2:32

## **Schedule B** *(1:15 Assembly/Curriculum Night)*

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

## **Schedule C** *(8:45 Assembly)*

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

## **Schedule D** *(½ day Teacher Institute)*

C/C	8:15 – 8:25
1 <sup>st</sup> Period	8:28 – 8:43
2 <sup>nd</sup> Period	8:46 – 9:02
3 <sup>rd</sup> Period	9:05 – 9:21
4 <sup>th</sup> Period	9:24 – 9:40
5 <sup>th</sup> Period	9:43 – 9:59
6 <sup>th</sup> Period	10:02 – 10:18
7 <sup>th</sup> Period	10:21 – 10:37
8 <sup>th</sup> Period	10:40 – 10:57

## **Schedule E** *(½ Day/8:45 Assembly)*

C/C	8:15 – 8:35
Assembly	8:45 – 10:12
1 <sup>st</sup> Period	10:15 – 10:33
2 <sup>nd</sup> Period	10:36 – 10:54
7 <sup>th</sup> Period	10:57 – 11:15

PALOS SOUTH MIDDLE SCHOOL

**Monday, Tuesday, Thursday, Friday**

2025-2026 CLASS SCHEDULE

	6th	7th	8th
ZERO HOUR 7:29-8:12			
CONNECTIONS 8:15-8:35			
1 <sup>st</sup> PERIOD 8:38-9:21		<i>(Plan)</i>	
2 <sup>nd</sup> PERIOD 9:24-10:07	<i>(Plan)</i>		
3 <sup>rd</sup> PERIOD 10:10-10:53			<i>(Plan)</i>
4 <sup>th</sup> PERIOD	10:56-11:39	<i>(Plan)</i> 10:56-11:39	<b>LUNCH</b> 10:56-11:26
5 <sup>th</sup> PERIOD	<i>(Plan)</i> 11:42-12:25	<b>LUNCH</b> 11:42-12:12	11:29-12:12
6 <sup>th</sup> PERIOD	<b>LUNCH</b> 12:28-12:58	12:15-12:58	12:15-12:58
7 <sup>th</sup> PERIOD 1:01-1:45			<i>(Plan)</i>
8 <sup>th</sup> PERIOD 1:48-2:32			

PALOS SOUTH MIDDLE SCHOOL

**Wednesday**

2025-2026 CLASS SCHEDULE

	6th	7th	8th
ZERO HOUR	<i>No Zero Hour on Wednesdays</i>		
CONNECTIONS 8:45-9:05			
1 <sup>st</sup> PERIOD 9:08-9:47		<i>(Plan)</i>	
2 <sup>nd</sup> PERIOD 9:50 - 10:29	<i>(Plan)</i>		
3 <sup>rd</sup> PERIOD 10:32 - 11:11			<i>(Plan)</i>
4 <sup>th</sup> PERIOD	11:14 - 11:53	<i>(Plan)</i> 11:14 - 11:53	<b>LUNCH</b> 11:14-11:44
5 <sup>th</sup> PERIOD	<i>(Plan)</i> 11:56 - 12:35	<b>LUNCH</b> 11:56 - 12:26	11:47 - 12:26
6 <sup>th</sup> PERIOD	<b>LUNCH</b> 12:38 - 1:08	12:29 - 1:08	12:29 - 1:08
7 <sup>th</sup> PERIOD 1:11-1:50			<i>(Plan)</i>
8 <sup>th</sup> PERIOD 1:53-2:32			

# **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; 5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

### **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.

### Bathrooms

While using the school restrooms, students are expected to respect the privacy of others, keep the area clean, demonstrate proper hygiene, and return to class promptly.

### 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. Exceptions specific to school buses are below.

- Students must ride the bus assigned to them, sit in their assigned area, and board and depart the bus at their assigned stop.
- Students must obey the instructions of the bus driver.
- Students are to remain seated quietly and face forward.
- Students must always keep the aisle clear.
- Students will not consume food items while riding the bus.
- Students can consume water if needed. No other beverages are allowed.
- Glass containers, sharp objects, or dangerous items are prohibited on the bus.
- School issued electronic devices and cell phones are allowed on the bus until they present a safety problem for the driver. Examples of safety problems include but are not limited to: students passing the phones back and forth, loud boisterous behavior from the students

while using the cell phone, taking or sharing pictures or videos. Cameras and any other devices that may disturb or distract the driver or students are not to be used on the bus.

- All electronic devices must have headphones or be placed on mute when in use. External noise from any device is not allowed on the school bus. Keep the device at an acceptable volume level. If the driver requests the device to be turned down, please follow the directive. Students must be able to hear instructions from the driver.

Misuse of electronic devices may result in confiscation of devices or loss of privilege to use device on school bus.

- Students are to stay to the side of the road and wait until the bus stops. Safe and proper boarding and departing procedures should be used.
- 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

### **Disciplinary Measures**

The superintendent, principal, and assistant principal shall have the authority to suspend pupils from riding the school bus for gross disobedience or misconduct while on the school bus or take any such lesser disciplinary action as deemed appropriate. Such suspension shall continue for a period of up to ten school days unless the board suspends the student for a longer period for safety reasons. The following is a listing of suggested disciplinary guidelines to be followed; however, administrators will take whatever action is deemed appropriate in each individual case.

#### **First Referral**

The rules relating to bus behavior will be reviewed during a conference between appropriate administrator and student. Parents may be notified of the violation by letter and/or phone call. A written record will be kept of the referral and succeeding referrals. Disciplinary action is at the appropriate school administrator's discretion.

#### **Second Referral**

A student may be suspended from riding the bus for a period to be determined by the nature of the referral. Parents will be notified accordingly. Such suspension from riding the bus generally shall be up to a maximum of five days.

#### **Third & Subsequent Referrals**

A student may be suspended from riding the bus for up to one month. Parents shall be notified accordingly.

## 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.
- Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion, cultural values or modesty preferences.

## **PERSONAL APPEARANCE**

Pursuant to Board Policy 7:160 Student dress and hygiene must not disrupt the educational process or compromise standards of health and safety.

Any student's personal appearance which is disruptive to the educational environment will be handled on an individual basis by school administration.

- Student must wear visible tops, visible bottoms, and shoes.
- Clothes must be worn in a way that private body parts and bare midriffs are fully covered with opaque (non-transparent) material.
- All undergarments must be covered by outer attire.
- Headwear (covering the majority of the head) or outerwear may not be worn inside the building. Exceptions will be made for religious, cultural, and medical purposes.
- Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, tobacco, sex, pornography, profanity, violence, gangs, weapons, or hate speech may not be worn at school. Hate speech includes any form of expression through which speakers vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, immigrant status, national origin or any other group or class of persons listed in Board Policy 7:20 Harassment of Students Prohibited.
- **Any other attire administration deems disruptive to the educational environment.**

## **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 supports and 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 interventions are targeted supports focusing more on small group interventions that address specific topics students are facing.

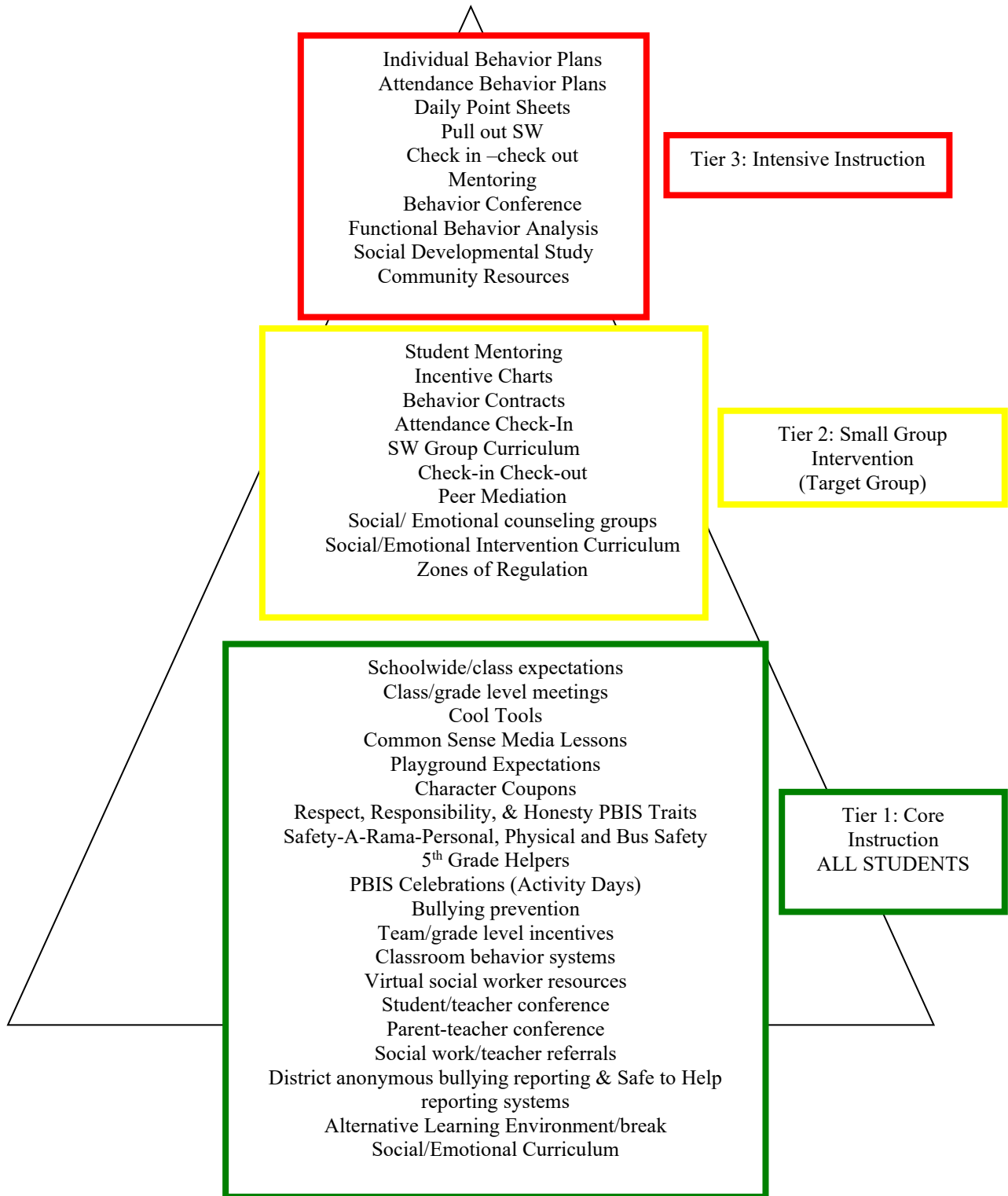
### Level 3 – Individual Students

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

## **POSITIVE BEHAVIOR INTERVENTIONS 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. When students follow the rules and expectations, they are recognized through individual, classroom, and school-wide celebrations. Students who receive 3 or more office referrals, 1 or more suspension(s), or F's will not participate in the quarterly PBIS incentive. Additionally, any student with 10 or more missing assignments may miss out on the incentives.
- 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.

## Levels of Intervention





the possession of a weapon as described above and other criminal activity, including but not limited to, illegal drugs (controlled substances) and alcohol.

LEVEL 1 – 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  
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 K-5

Offense/Violation	1	2	3	4
Absence/Truancy *	X	X		
Academic Dishonesty	X	X		
Aggressive Behavior		X	X	X
Ammunition			X	X
Arson/Fire			X	X
Bomb Threat			X	X
Bullying		X	X	X
Destruction of Property/Vandalism		X	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	School-Issued Device	X	X	X
	Personal Device	X	X	X
Extortion/Strong Arming/Blackmail		X	X	X
False Alarms		X	X	
False Information/Accusations	X	X		
Fighting		X	X	X
Fireworks/Explosives			X	X
Gambling		X	X	
Harassment		X	X	X
Hazing		X	X	X
Inappropriate Behavior	X	X	X	
Inappropriate Language	X	X	X	
Inappropriate Physical Contact	X	X	X	
Inciting or Participating in a School Disturbance		X	X	X
Intimidation	X	X		
Littering	X	X		
Possession of Matches/Lighters		X	X	
Possession of Prohibited Substances		X	X	X
Public Displays of Affection	X	X		
Running in Hallways	X	X		
Stealing/Theft		X	X	X
Tardiness	X			
Threats		X	X	X
Unprepared for Class	X			

<b>Consequences for Grades K-5 cont.</b>					
<b>Offense/Violation</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Weapons</b>				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.

### Consequences for Grades 6-8

Offense/Violation	1	2	3	4
Absence/Truancy*	X	X		
Academic Dishonesty	X	X		
Aggressive Behavior		X	X	X
Ammunition			X	X
Arson/Fire			X	X
Bomb Threat			X	X
Bullying		X	X	X
Destruction of Property/Vandalism		X	X	X
Dishonesty	X	X		
Disobeying Directives from Staff Members or School Officials	X	X		
Disobeying Rules of Student Conduct	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				
School Issued Device	X	X	X	
Personal Electronic Device	X	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	X
Inappropriate Behavior	X	X	X	
Inappropriate Language	X	X	X	
Inappropriate Physical Contact	X	X	X	
Inciting or Participating in a School Disturbance		X	X	X
Intimidation		X	X	
Involvement in a Gang or Gang Activity		X	X	X
Littering	X	X		
Possession of Matches/Lighters		X	X	
Public Display of Affection	X	X		
Running in Hallways	X	X		
Stealing/Theft		X	X	X
Tardiness	X	X		
Threats		X	X	X
Unprepared for Class	X			

## Consequences for Grades 6-8

Offense/Violation	1	2	3	4
<b>Weapons</b>			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
	Against a Student		X	X
	Against School Related		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 a multi-day 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 will include but are not limited to:

- Student meeting with social worker and/or administrator upon return;
- Mandatory parent conference

Re-engagement plan provisions may include:

- Completion of a threat assessment; and/or
- Development of a behavioral plan
- Safety 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, inappropriate use of AI or prohibited personal devices 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 an electronic device, 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 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.

**Disobeying Rules of Student Conduct**

Disobeying rules of student conduct as outlined in Board Policy 7:190.

**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**

Any humiliating or dangerous activity expected of a student to belong to a group regardless of their willingness to participate.

**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 including but not limited to cell phone, smart watch, or non-school issued device, 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, E Cigarettes and any other products 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.

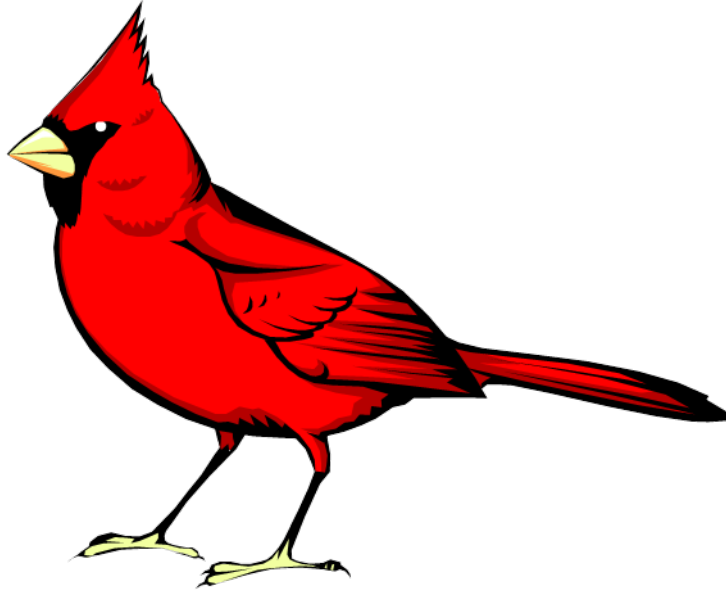
**Leaving Without Permission**

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 Student Handbook. I have reviewed the General School Policies, Student Conduct Expectations, and the Palos 118 Electronic Usage Policy.**

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

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

**Date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**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** \_\_\_\_\_

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

**Date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_