

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 2026-2027 school year!

Sincerely,

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

MISSION STATEMENT

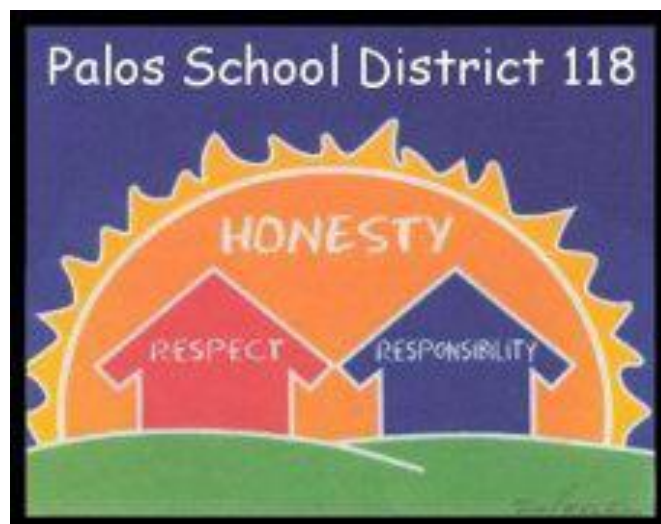
The mission of Palos Community Consolidated School District 118 is to provide a safe, supportive, and quality learning environment utilizing educational resources to engage its students to become confident, adaptive and productive life-long learners.

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 after 7:15 a.m. Upon entering the building, students should report to the Commons between 7:15-7:45am, or their grade level designated area between 7:45-8:10am.

Wednesdays: Palos South will continue to run 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. Students will be dismissed by supervisors to their classes at the assigned time. 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.

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 8:12 am)

Students are expected to be in their Connections classroom at 8:15am Monday-Tuesday, Thursday-Friday; 8:45am on Wednesday's.

If parents are aware that their children will be late, they should inform the office. Students arriving late 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. Students entering the building after 8:12am 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.

TARDY TO SCHOOL

Students are expected to be in their Connections classroom at 8:15am. The back doors (Commons entrance) lock at 8:10am; the front doors lock at 8:12am. Students arriving after these times will enter the building through the main office and receive a tardy slip. Students entering the building after 8:42am on Wednesday's will receive a tardy slip.

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 with a note, are excused tardies.

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

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. If you are having trouble getting your child to school daily, please contact your child's school principal for support.

Excused Absences

Per Board of Education Policy 7:70, an absence from school will be excused for the following:

- Illness (including mental or behavioral health)
- Observance of a religious holiday
- Death in immediate family
- Attendance at a civic event
- Family emergency
- Reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety

Unexcused Absences

- Vacations/Family Trips
- All other absences not listed above

Parents/guardians are required to notify their child's school of a planned vacation or family trip during the school year. The required notification form is available on the Palos 118 website.

Any vacation/family trip exceeding 15 consecutive school days during the school year will result in your child being unenrolled. Upon return, you must re-enroll your child.

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.

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.**

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 at the end of each quarter your child meets a specified threshold of days:

1st Quarter: Absent 5 or more days

2nd Quarter: Absent 9 or more days

3rd Quarter: Absent 13 or more days

4th Quarter: Absent 17 or more days – Student reported to ISBE as chronically absent

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.

Upon 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 number of days to make up any examination, study, or work requirements which he/she missed during the excused absence.

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 submitted after the deadline provided.

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 one of two safe haven locations. Parents will be notified via phone blast of the schools evacuation and follow up emergency procedures.

St. Peter and Paul Orthodox Church
8410 W. 131st Street
Palos Park, IL 60464

Peace Memorial Church
10300 w 131st Street
Palos Park, IL 60464

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.

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

Activity buses are available throughout the school year from mid-September through the end of April. Students who wish to utilize the after-school activity buses must sign up on Schoology the day of their activity; sign up should be completed prior to the activity beginning. Prior to the start of all extra-curricular activities, the club sponsors will take attendance. 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.

ATTENDANCE AND EXTRA-CURRICULARS

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

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 emergency information on file 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 upon school registration. 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 it is deemed 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 contact list.

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 exception is inhalers, which require the asthma section of the medication authorization form to be completed by the parent only. The

school policy also requires a copy of the pharmacy label on the inhaler box to be provided.

The 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. Students may carry inhalers and epi-pens to and from school. All other medications must be brought by the parent, including refills of medication. 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:

Bringing food for multiple students is not allowed, nor will the office staff accept any deliveries from fast food establishments. Birthday treats or classroom treats are not allowed. These are items such as, but not exclusive to: cupcakes, candy, birthday cake, or pizza.

Students are allowed and permitted to carry water bottles with them throughout the school day; bottles should contain water only. Drinks other than water are permitted only in the lunchroom.

Palos South does have water filling stations located around the building. For safety reasons, students can only bring water bottles with lids that completely close to avoid unnecessary spills throughout the building.

Students are not allowed to chew gum or eat candy/food throughout the school day unless provided direct permission from a staff member.

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 bring 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. Students are responsible for going to the office to pick up their lunch. Parents can call the front office, if needed, to remind the student. ***Food should not be delivered or provided for other students. Food items brought in for additional students will not be distributed.***

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. 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 resource 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/assigned seat 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. 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.

SCHOOL PHONE USAGE:

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.

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. Consequences may be given for students who are using their personal cell phones to contact parents during the school day.

STUDENT PERFORMANCE:

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.

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.

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

Long-term projects and deadlines will be coordinated within the team, when possible.

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.

POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS)

PBIS is implemented across all three grade levels. All students follow the same set of rules and expectations, which are taught and reviewed multiple times per year. They are also 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, students with 10 or more missing assignments and/or 5 or more unexcused absences may also miss out on the incentives.

PROPERTY MANAGEMENT:

LOCKERS

All students will receive locker assignments at the beginning of the school year. 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.

Students should keep locker combinations private and only use assigned lockers. Students may not move lockers without authorization. Students may not share lockers.

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 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.

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 backpacks upon entering school; electronics should remain in backpacks until students are on the bus/enter vehicles. Electronic devices should be turned off when in students' lockers.

Teacher/staff permission is required for use of personal electronic devices.

SCHOOL PROPERTY

All student lockers, school-issued devices and cases are the property of Palos South Middle School/Palos District 118. School-issued property is accessible and/or subject to search by school authorities, including outside agencies, at any time.

Since the school cannot assume liability for any lost, stolen, or damaged property, students are expected to always keep their possessions locked in lockers. Students are discouraged from bringing valuables and large sums of money to school. Students are responsible for keeping their school-issued device safe and secure at all times. Devices should be stored in school-issued cases; only student-issued devices should be placed in the carrying bags.

SPECTATOR REGULATIONS:

STUDENT PROCEDURES

Students are permitted to attend after school athletic events. On game days, information will be posted on Schoology and students will have the opportunity to sign up to attend games. On occasion, games may start later due to team travel schedules. When games start after 4:00pm, students will be required to take regular transportation home and can return for athletic events.

When staying directly after school, students should go to their lockers, gather needed materials, and report directly to the designated supervised area.

- Students will NOT be allowed to return to their locker 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.
- Students in attendance must be seated in the designated student section.
- Rides home should be pre-arranged with parents. Games typically end around 6:00pm. Students should be picked up on the lower level at the Dr. Rosemarie Carroll Center.
- Once a student leaves the building, they are not permitted to re-enter the building.

GENERAL SPECTATOR RULES

- All school rules apply during after school activities. Students can receive disciplinary

consequences for their behavior at after school events.

- Good sportsmanship toward both teams is always expected.
- No cheering or disruptive actions during free throws or serves will be allowed.
- Limited phone usage is allowed. Taking pictures, videos or any type of recording is prohibited. Flash photography is not permitted.
- If a student is not in good academic and/or behavioral standing, he/she may not be permitted to attend extracurricular activities, even as a spectator. It is at the discretion of the administrator and/or athletic director to admit the student.

SPECIAL SCHEDULES

Schedule A *(Wednesday Late Start)*

C/C	8:45 – 9:05
1 st Period	9:08 – 9:47
2 nd Period	9:50 – 10:29
3 rd Period	10:32 – 11:11
4 th 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)
6 th Period	12:29 – 1:08 (7 & 8)
	12:38 – 1:08 (6)
7 th Period	1:11 – 1:50
8 th Period	1:53 – 2:32

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

C/C	8:15 - 8:35
1 st Period	8:38 – 9:06
2 nd Period	9:09 – 9:37
3 rd Period	9:40 – 10:08
7 th Period	10:11 – 10:39
8 th Period	10:42 – 11:08
4 th Period	11:11 – 11:41 (8)
	11:11 – 11:54 (6 & 7)
5 th Period	11:44 – 12:28 (8)
	11:57 – 12:28 (7)
	11:57 – 12:39 (6)
6 th 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 st Period	10:15 – 10:45
4 th Period	10:48 – 11:18 (8)
	10:48 – 11:28 (6 & 7)
5 th Period	11:21 – 12:01 (8)
	11:31 – 12:01 (7)
	11:31 – 12:11 (6)
6 th Period	12:04 – 12:44 (7 & 8)
	12:14 – 12:44 (6)
2 nd Period	12:47 – 1:11
3 rd Period	1:14 – 1:38
7 th Period	1:41 – 2:05
8 th Period	2:08 – 2:32

Schedule D *(½ day Teacher Institute)*

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

Schedule E *(½ Day/8:45 Assembly)*

C/C	8:15 – 8:35
Assembly	8:45 – 10:12
1 st Period	10:15 – 10:27
2 nd Period	10:30 – 10:42
7 th Period	10:45 – 10:57

PALOS SOUTH MIDDLE SCHOOL

Monday, Tuesday, Thursday, Friday

CLASS SCHEDULE

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

PALOS SOUTH MIDDLE SCHOOL

Wednesday

CLASS SCHEDULE

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



I have read the Palos South Middle School 2026-2027 Student Handbook.

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

Student Name (please print) _____

Parent Signature _____

Student Signature _____

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

Student Signature _____

Grade Level _____ **Team** _____

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.

District Wide Expectations

These expectations apply to all students in every school setting.

- 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.

Area-Specific Expectations

Bathrooms –

Students are expected to:

- Respect the privacy of others.
- Keep the restroom clean and free of damage.
- Demonstrate proper hygiene.
- Return to class promptly after use.

Hallways –

In order to ensure the safety of our students and staff, students will:

- Stay to the right during passing periods. (unless otherwise directed)
- Walk directly to the next assigned location without running or stopping.
- Collect all necessary materials from their lockers or cubbies before moving directly onto the next location.
- Keep their lockers or cubbies organized.
- Keep the hallway free of clutter.

School Issued Device Expectations –

Students are expected to:

- Bring device to school charged each day in school issued case.
- Use only when directed by teacher.
- Use only for school related tasks.
- Create a positive digital footprint.

Classrooms

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

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. 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 wear.
- 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. Our Schools use a tiered system of behavioral supports, aligned with our Positive Behavior Interventions and Supports (PBIS) framework, to ensure that every student receives the level of guidance they need to be successful. PBIS establishes consistent school-wide expectations and emphasizes teaching, modeling, and recognizing positive behaviors. Students are praised and rewarded for demonstrating honesty, respect, and responsibility, and celebrations are used to reinforce these expectations. While PBIS focuses on encouragement and positive reinforcement, consequences may still be used when expectations are not met.

Behavioral support is provided through a tiered system to ensure that every student receives the level of support they need to be successful. These supports are in place to both encourage appropriate behavior or to correct inappropriate behavior on a case-by-case basis. Supports may shift throughout the year based on student needs and ongoing review of data by teachers, social workers, and administrators. Families will be notified whenever a student begins receiving Level 2 or Level 3 support. All supports and interventions apply for both in-person and remote learners.

Tier 1 – All Students

Tier 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.

Tier 2 – Small Groups

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

Tier 3 – Individual Students

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

LEVELS OF SUPPORT

Tier Level	Description	Interventions & Supports
Tier 1 – Core Instruction (All Students)	Universal supports provided to every student.	• Schoolwide/Class Expectations • Class/Grade-Level Meetings • Cool Tools • Common Sense Media Lessons • Playground Expectations • Cardinal Cards/Cash/Coins • Respect, Responsibility & Honesty PBIS Traits • Safety-A-Rama (Personal, Physical, Bus Safety) • 5th Grade Helpers • PBIS Celebrations (Activity Days) • Bullying Prevention • Team/Grade-Level Incentives • Classroom Behavior Systems • Virtual Social Worker Resources • Student/Teacher Conference • Parent-Teacher Conference • District Anonymous Bullying Reporting • Safe2Help Illinois Reporting System • Alternative Learning Environment/Break • Social/Emotional Curriculum
Tier 2 – Small Group Intervention (Targeted Students)	Targeted supports for students needing additional help.	• Student Mentoring • Incentive Charts • Behavior Contracts • Attendance Check-In • Social Work Group Curriculum • Check-In Check-Out (CICO) • Peer Mediation • Social/Emotional Counseling Groups • Social/Emotional Intervention Curriculum • Zones of Regulation (Small Group)
Tier 3 – Intensive Instruction (Individualized Supports)	Individualized, intensive supports for students with significant needs.	• Individual Behavior Plans • Attendance Behavior Plans • Daily Point Sheets • Pull-Out Social Work • Check-In Check-Out (CICO) • Mentoring • Behavior Conference • Functional Behavior Analysis (FBA) • Social Developmental Study • Community Resources (External Supports)

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. Palos 118 utilizes progressive discipline which is an approach that uses incremental interventions and consequences to address inappropriate student behavior and focuses on teaching appropriate social skills to prevent recurrence. Consequences increase based on the severity and frequency of behavior, age, and special education needs. The Levels of Consequences outlined below, guide teachers and administrators in assigning consequences. *This is only a guide. Administrators retain the right to assign a lower or higher level of consequence based on the specific facts and circumstances of each individual event.*

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, pocket 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 or any adult the student is comfortable speaking with. Additionally, anonymous bullying reporting is available to all parents of Palos School District 118 via our website at www.palos118.org/bullying.

Complaint Managers

Mr. Rob Szklanecki
Director of Teaching & Learning
708-448-4800

Mrs. Terri Dodds
Assistant Director of Student Services
708-448-4800

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. Pursuant to Board Policy 7:190, the Building Principal or designee shall immediately notify the local law enforcement if he or she: (1) observes any person in possession of a firearm on school grounds, becomes aware of any person in possession of a firearm on school grounds, or becomes aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.

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
Payment of Restitution (Vandalism)

LEVEL 3- Office Referral Required (Building and District Consultation)

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

LEVEL 4 - Office Referral Required (Building and District Consultation)

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

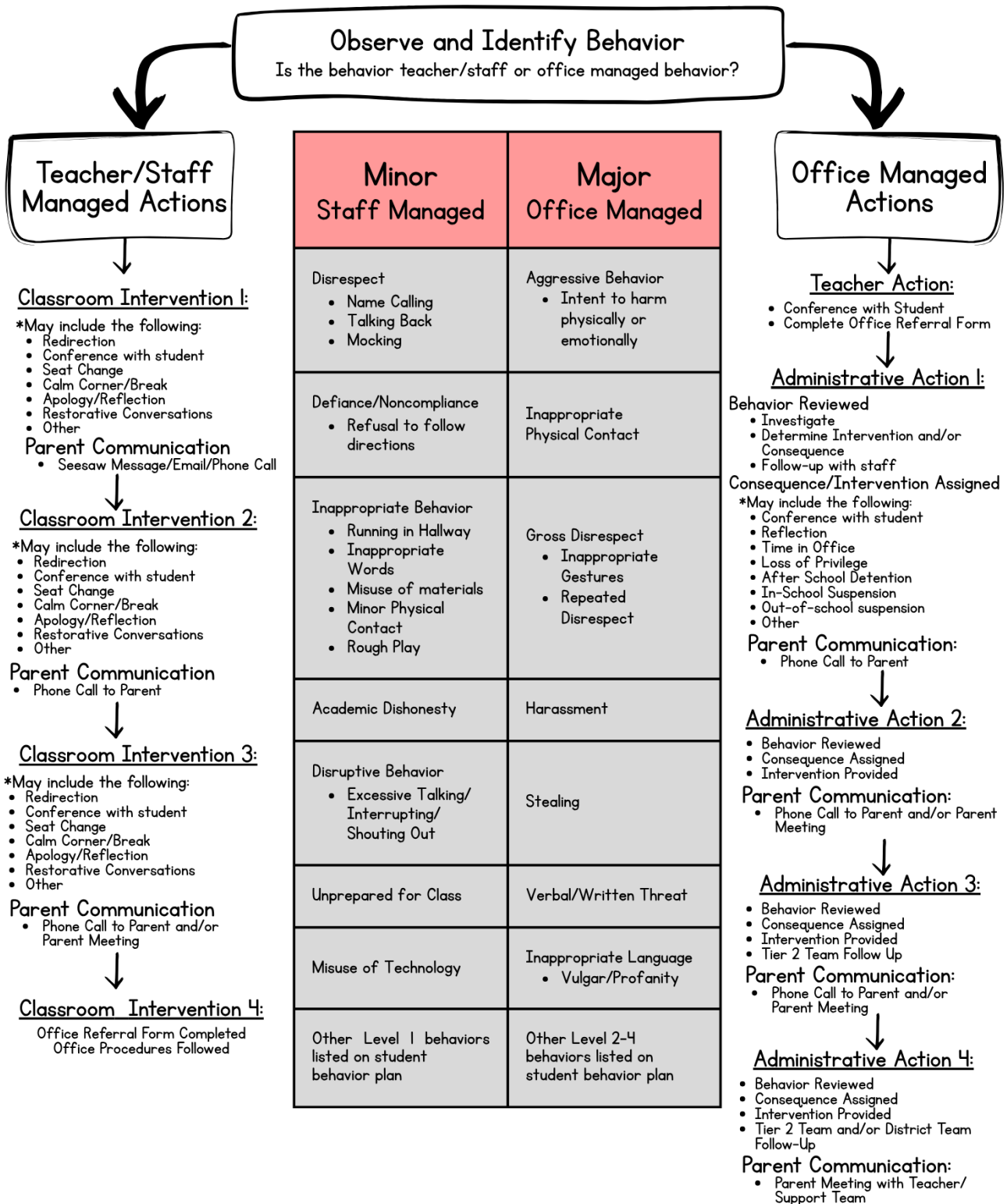
Consequences for Grades K-8					
Offense/Violation	Description	1	2	3	4
Absence/Truancy *Referred to County Truancy Officer after 10 days	Section 26-2a of the School Code defines "chronic or habitual truant" as a student who is absent without valid cause from such attendance for 5% or more of the previous 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.	X	X		
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.	X	X		
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.		X	X	X
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.			X	X
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.			X	X
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.			X	X
Bullying	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.		X	X	X

Consequences for Grades K-8					
Offense/Violation	Description	1	2	3	4
Destruction of Property/Vandalism	Acts that cause damage to school, student, or staff property.		X	X	X
Dishonesty	Being untruthful; deceitful	X	X		
Disobeying Directives from Staff Members 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.	X	X		
Disobeying Rules of Student Conduct	Disobeying rules of student conduct as outlined in Board Policy 7:190.	X	X		
Disrespect Towards Others	Doing or saying something that shows a lack of respect toward a person including inappropriate comments or physical gestures to others.	X	X		
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.	X	X	X	
Dress Code	Appropriate attire as defined in this behavior plan. Student dress that distracts from or interferes with the educational process is prohibited.	X	X		
Eating Food or Gum Chewing Without Permission	Eating snacks, meals, or chewing gum at a time or place where it is not allowed.	X			
Electronic Device Misuse – School Issued Device	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.	X	X	X	
Electronic Device Misuse – Personal Electronic Device	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.	X	X	X	
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.		X	X	X
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.		X	X	
False Information/Accusations	Saying something untrue about a person or situation.	X	X		
Failure to Serve Detention	Not showing up for scheduled detention assigned by teacher or administrator.		X		

Consequences for Grades K-8					
Offense/Violation	Description	1	2	3	4
Fighting	An incident involving two or more students with inappropriate and unsolicited physical contact, such as hitting, kicking or punching.		X	X	X
Fireworks/ Explosives	The possession and/or use of fireworks and explosives on school property is prohibited.			X	X
Gambling	Wagering money or property.		X	X	
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.		X	X	X
Hazing	Any humiliating or dangerous activity expected of a student to belong to a group regardless of their willingness to participate.		X	X	X
Inappropriate Behavior	Acting in a way that is not respectful, safe, or suitable for school. This can include actions, words, or choices that disrupt learning, make others uncomfortable, or break school expectations.	X	X	X	
Inappropriate Language	Using vulgar or abusive spoken or written language.	X	X	X	
Inappropriate Physical Contact	Physical action against another including but not limited to deliberate hitting, pushing, poking, shoving, kicking, pinching, tripping, biting, spitting, punching, scratching another person or any other inappropriate touching.	X	X	X	
Inciting or Participating in a School Disturbance	Causing or participating in the mass disruption of the educational environment.		X	X	X
Intimidation	A behavior continuing over a period of time that makes a person feel uncomfortable or unsafe. See Harassment.		X	X	
Involvement in a Gang or Gang Activity	Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia is prohibited.		X	X	X
Littering	Leaving trash on the ground or in places where it does not belong.	X	X		
Possession of Matches/Lighters	Having items like matches or lighters at school, even if they are not being used.		X	X	
Public Display of Affection	An act of physical intimacy in view of others, i.e., holding hands, kissing, etc.	X	X		
Running in Hallways	Moving quickly through school hallways instead of walking safely.	X	X		
Stealing/Theft	Taking or obtaining the property of another person or institution without permission or knowledge of the owner.		X	X	X
Tardiness	Arriving to school or class late.		X		
Threats	A statement of an intention to inflict pain, injury, damage, or other hostile action on someone.		X	X	X

Consequences for Grades K-8					
Offense/Violation	Description	1	2	3	4
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.	X			
Weapons	Bringing weapon on school property as defined by Board Policy 7:190.				X
Alcohol	Alcoholic beverages as defined in Board Policy 7:190.	Possession			X X
		Consumption			X X
		Distribution			X X
		Intent to Distribute			X X
Tobacco/Nicotine /E Cigarettes	Tobacco, nicotine materials, E Cigarettes and any other products as defined in Board Policy 7:190.	Possession			X X
		Consumption			X X
		Distribution			X X
		Intent to Distribute			X X
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.	Possession			X X
		Consumption			X X
		Distribution			X X
		Intent to Distribute			X X
Other Prohibited Substances	Other Prohibited Substances Outlined in Board Policy 7:190	Possession			X X
		Consumption			X X
		Distribution			X X
		Intent to Distribute			X X
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.	Area	X	X	
		Class	X	X	
		School Grounds		X	X
Laser Pointer	The possession and use of a laser pointer on school property is prohibited.	Possession	X	X	
		Use	X	X	
Making a Threat on an Internet Website	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.	Against an Employee		X	X X
		Against a Student		X	X X
		Against School Related Personnel		X	X X

PALOS EAST/WEST BEHAVIOR FLOW CHART



Palos South Middle School

Discipline Flow Chart

Teacher/Staff Procedures	Teacher/Staff Managed Behaviors	Officed Managed Behaviors	Office Procedures
Whole Class Expectations taught, reinforced and posted	Minor inappropriate language Tardy to Class Unprepared for Class	Physical Aggression Inappropriate Physical Contact Inappropriate Language – Targeted Discriminatory Language Dangerous Items Property Damage Inappropriate technology use – personal and/or school issued Dress Code Violation Academic Dishonesty Repeated minor offenses Other Level 2-4 Behaviors	<u>Office Intervention #1</u> Expected Behavior Reviewed with student Consequence assigned Parent/Guardian notified
<u>Classroom Intervention #1</u> Warning to Student Redirection Change of Seat Classroom management system	Minor Classroom Disruption Non-Compliance with directives Disrespect Misbehavior for Substitute Unauthorized food/candy/gum Misuse of technology – personal and/or school issued Other Level 1 Behaviors		<u>Office Intervention #2</u> Expected Behavior Reviewed with student Consequence assigned/ Intervention Provided Parent/Guardian notified
<u>Classroom Intervention #2</u> Warning to Student Teacher Issued Lunch Referral Parent Communication			<u>Office Intervention #3</u> Expected Behavior Reviewed with student Consequence assigned Secondary Intervention Provided Teacher/Team Follow Up Parent/Guardian notified
<u>Classroom Intervention #3</u> Warning to Student Teacher Issued Lunch Referral Parent Communication			
<u>Classroom Intervention #4</u> Teacher writes office referral Office Procedures followed			<u>Office Intervention #4</u> Expected Behavior Reviewed with student Consequence assigned Intervention Provided Teacher/Team Follow Up Parent/Guardian/Team Support Meeting Scheduled

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.