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# **TO OUR PARENTS AND STUDENTS...**

*The main objective of this handbook is to acquaint the parents and students with the general routines and procedures of the New Lenox Elementary Schools.*

*After you have familiarized yourself with the contents, you will want to keep this booklet in a convenient place for future reference. A positive partnership between home and school is essential for student success.*

## **MISSION STATEMENT NEW LENOX DISTRICT 122**

*The mission of the New Lenox Schools, in partnership with the community, will be to promote academic excellence which focuses on the growth of the whole child. We will stimulate children to develop pride in themselves, community and country, which will be reflected in their present and future decisions.*

**ADMINISTRATIVE OFFICE  
DIRECTORY  
HAVEN ADMINISTRATIVE CENTER  
DIRECTORY  
102 S. Cedar Road**

**Superintendent of Schools**

Dr. Michael Sass .....815-485-2169  
Fax 815-485-2236

**Associate Superintendent**

Dr. Peggy Manville.....815-485-2169  
Fax 815-485-2236

**Business Manager**

Harold Huang .....815-485-2169  
Fax 815-485-2236

**Director Of Curriculum**

Bonnie Groen .....815-485-2169  
Fax 815-485-2236

**Director of Pupil Personnel Services**

Ami Porte-Lewis.....815-462-2890  
Fax 815-462-2894

**Director of Facilities and Planning**

Robert Nelson .....815-485-2169  
Fax 815-485-6478

**Director of Technology**

Jason Livezey.....815-485-2169  
Fax 815-485-2236

**Communications Coordinator**

Jenny Zimmerman.....815-485-2169  
Fax 815-485-2236

**Transportation Coordinator**

Dawn Pate.....815-717-3100  
Fax 815-485-7748

**NEW LENOX SCHOOL DISTRICT 122  
SCHOOL DIRECTORY**

**Arnold J. Tyler School (Grades 1-3)**

511 E. Illinois Highway

Deborah Moy, Principal..... 815-485-2398

Theresa Baumann, Assistant Principal Absentee Hotline 815-462-7905

Fax 815-462-2570

**Caroline Bentley School (Grades 4-6)**

513 E. Illinois Highway

Michelle Hall, Principal..... 815-485-4451

Theresa Baumann, Assistant Principal Absentee Hotline 815-462-7885

Fax 815-485-7599

**Cherry Hill School (Grade K)**

205 Kingston Drive

Marianne Cucci, Principal..... 815-462-7831

Absentee Hotline 815-462-7830

Fax 815-722-8536

**Haines School (Grades 1-3)**

155 W. Haines Avenue

Jacqueline Miller, Principal..... 815-485-2115

Emily Schissler, Assistant Principal Absentee Hotline 815-462-7870

Fax 815-462-2571

**Liberty Junior High School (Grades 7-8)**

151 Lenox Street

Joel Benton, Principal..... 815-462-7951

Dawn Pechukas, Assistant Principal Absentee Hotline 815-462-7950

Fax 815-462-0672

**Martino Junior High School (Grades 7-8)**

731 E. Joliet Highway

Leslie O'Connor, Principal..... 815-485-7593

Gwen Fisher, Assistant Principal Absentee Hotline 815-462-7800

Fax 815-462-9578

**Nelson Prairie School (Grades 1-3)**

2366 Nelson Road

Trisha Anderson, Principal..... 815-462-2874

Ryan Lemberg, Assistant Principal Absentee Hotline 815-462-7935

Fax 815-462-2881

**Nelson Ridge School (Grades 4-6)**

2470 Nelson Road

Megan Baldermann, Principal..... 815-462-2870

Ryan Lemberg, Assistant Principal Absentee Hotline 815-462-7920

Fax 815-462-2880



## **ARRIVAL/DISMISSAL**

Parents are requested to send or bring their children to school so that they arrive no earlier than 10 minutes before the morning bell since there is no supervision before that time. Parents are required to stay out of the bus lane in the morning and afternoon until all buses have departed. Additionally, walkers and bike riders will not be allowed to leave the school grounds until all buses have departed.

Students who walk or ride their bikes to school should not arrive until 10 minutes before the opening of school. However, in inclement weather, the bus supervisor may send the students inside the building upon arrival.

Students are to leave the building immediately after dismissal unless they are to stay after school for supervised activities. Students must remain in the area to which they have been assigned if they are staying after school.

## **BICYCLES/SKATE BOARDS/SCOOTERS/ROLLER BLADES/ETC.**

Students may ride bicycles to school. We require students to observe all safety rules. Bicycle traffic should follow the same pattern as auto traffic. We cannot be responsible for lost/damaged/stolen items. Bikes should be securely locked and parked only in approved areas. For safety reasons K-3 students are not allowed to ride skateboards/scooters/rollerblades, etc. to school. Skateboards/scooters are not allowed on school buses. Bicycles/skateboards/scooters/rollerblades, etc. are not to be ridden on the school grounds while school is in session, or worn/used in the building.

## **PARKING**

Parents are not to park in the designated bus lanes at each school during the time when buses are discharging or picking up students. It is a chargeable traffic violation to pass a bus when the stop arm is extended even while in the designated bus lane. Walkers will be released after the buses have departed. Parents should not block the drives during the afternoon hours as the buses cannot enter the school grounds. Each school will inform parents of the specific traffic patterns.

## **SAFETY**

1. When waiting for the bus in the morning, students must stay back from the road and keep their lunch box and books off of the road.
2. All students must use a crossing guard where available.
3. All students must use sidewalks whenever possible.
4. All students must avoid walking or riding bikes on roads or highways.
5. All students must walk on the left, facing oncoming traffic, when there are no sidewalks available.
6. All bicycle riders must observe all highway safety regulations.

## **ATTENDANCE PROCEDURES**

Punctual and regular attendance are two important factors in reaching academic success. Illinois State Law requires that students attend school on a regular and punctual basis. We realize that there will be times when a student may not be in attendance for an entire school day due to illness, etc. State attendance guidelines require that we record attendance days (lunch and recess are excluded as these are not instructional minutes) for a child who is in attendance as follows:

- ◆ 300-355 instructional minutes is considered present for the **full day**.
- ◆ 150-299 instructional minutes is considered present for a **half day**.
- ◆ less than 150 instructional minutes is considered absent for the **full day**.

**PARENTS/ADULTS PICKING UP THEIR CHILDREN MUST SHOW A PICTURE ID.**

## **STUDENT ABSENCE REPORTING**

In order to ensure the safety of your child, we ask that you adhere to the following:

1. Call your child's school attendance hotline each day that he/she is to be absent. The call should be made before 8:05 AM (grades 4-8), before 9:05 AM (grades 1-3 and morning kindergarten), and by 12:45 PM for afternoon kindergarten.
2. Please provide the student's name, grade, homeroom teacher, the reason for the absence, the name of the person calling and relationship to the student.
3. Calls will be accepted only from the parent or a responsible adult.
4. For longer absences, such as vacations or extended illnesses, it is not necessary to call every day. Instead, notify the school of the days your child will be absent.
5. After 3 consecutive days of absence or 8 accumulated days (with no excuse), the school may ask for documentation from a physician regarding absences.

In the event you do not call, we will make a reasonable attempt to call you to ensure the safety of the students. With the home and school working together, the safety of our school children can be assured.

If the absence was caused by a communicable disease (measles, chicken pox, German measles, skin rash, mumps, whooping cough, scarlet fever, fifth disease, eye infections, infectious mononucleosis, strep or staph infection), the school should always be notified. A doctor's confirmation that the student is no longer contagious is required before he/she returns to school. Admission to school may be denied if a child returns without a written excuse from the parents.

The student will be given the same number of days to complete any missed work as the number of days the student was absent.

### **Absentee Hotline Numbers:**

Bentley	462-7885	Nelson Ridge	462-7920
Cherry Hill	462-7830	Oster-Oakview	462-7855
Haines	462-7870	Spencer Crossing	462-7949
Liberty	462-7950	Spencer Pointe	462-7903
Martino	462-7800	Spencer Trail	462-7902
Nelson Prairie	462-7935	Tyler	462-7905

## **ABSENCE FOR TRIPS/VACATION**

Any interruption to the educational program is detrimental to the education process. Therefore, we discourage parents from taking their children out of school for vacations while school is in session. However, if parents choose to do this, please notify the individual school's office. All graded and missed work will be given to the students upon return. Parents are also requested to contact the Transportation Department to report vacations.

## **HOMEWORK REQUESTS**

Parents and students frequently request that assignments and books be sent home when a child has been absent. At all grade levels, every attempt will be made to grant the request in a timely manner. In the event that a junior high student/parent would desire work before this time, it is suggested that students utilize Web Grader. Please make your request as early as possible and allow a school day to gather homework assignments. Assignments and books can be picked up in the respective building office.

## **TARDY/TRUANCY**

Students are expected to be on time to school and class each and every day. The district follows the State School Code regulating truancy. Truancy is defined as an unexcused absence from school with or without the knowledge and consent of the parents, leaving school before the end of the day without permission, or staying out of class without permission. After 3 consecutive days of absence with no

excuse or 8 accumulated days, the school may ask for documentation from the attending physician regarding absences. Whoever has custody or control of any child between the ages of 7 and 17 years shall ensure such child to attend a public, parochial, or private school in the district wherein the child resides the entire time it is in session during the regular school year. Absences which are in violation of the compulsory attendance law/chronic truancy will result in the school contacting the Truancy Officer. On the eighth (8th) absence a letter will be sent home regarding truancy.

When children come late to school or leave early, they are losing valuable educational time. If you know your child will be late to school, please write a note to the teacher indicating the reason for the absence. Parents are expected to come to the office to sign in/out their child (K-3).

Excused absences are absences which are beyond the control of the student and have been reported to the school by the parent including situations such as illness (under doctor care), observance of a religious holiday, death in the family, or family emergency.

### **TRUANCY AND ATTENDANCE (per New Lenox School District policy)**

**Truant** - A “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

**Valid cause for absence** - A child may be absent from school because of illness (under a doctor’s care), observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student’s control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

**Chronic or habitual truant** - A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days (can go back to previous school year).

**Truant minor** - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

### **Truancy**

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- \* parent/teacher conferences
- \* student and/or family counseling
- \* information about community agency services

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant officer of the Regional Office of Education of Will County. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

### **Attendance and Truancy (per New Lenox School District policy)**

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

## **Absence Notification**

Upon a child's enrollment, a student's parent(s)/guardian(s) must: (1) provide telephone numbers to the building principal/designee and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardians(s) of the child's absence within 2 hours after the first class by telephoning the numbers given. In addition, if a child is absent for eight (8) or more days, the District will notify the parent in writing of the accumulation of days.

## **Student Enrollment**

The Superintendent shall develop procedures and present them to the Board of Education for its approval for excusing from attendance those students necessarily and lawfully employed.

LEGAL REF.: 105ILCS 5/26-1, 5/26-2a, 5/26-3b, 5/26-9, 5/26-12, 5/26-13, and 5/26-15.

# **CURRICULUM**

## **CONSTITUTION REQUIREMENTS (7-8)**

The School Code of Illinois stipulates that any student to be promoted from the 8th grade into high school must pass certain assessments. Section 27-3 reads: "American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence and the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, shall be taught in all public schools and other education institutions supported or maintained in whole or in part by public funds. No student shall receive a certificate of graduation without passing a satisfactory examination upon such subjects."

## **DISSECTION OF ANIMALS**

Students who have moral objections to dissecting animals will be excused from classroom attendance without penalty during times when such activities are taking place. Written requests for exclusion from this activity must be submitted to the building principal. Alternative instructional programs and classroom attendance shall be arranged for the students by the classroom teacher with the building principal's approval.

## **GATE (Gifted and Academically Talented Education)**

Although the State of Illinois funds for the gifted program delivery to the top 5% of students in a grade level, District 122 strives to serve approximately 10% of its gifted and academically talented students by providing specific programming and/or classes in reading/language arts and math in grades 4 through 8. The identification process for students to be in GATE classes considers a student's cognitive skills index (CSI), standardized test scores in reading/language arts and math, current grade point average/grade equivalent. Parents are notified by the school when their child is placed in a GATE class. Parents are given the option to include or exclude their child from the class. There is also a review process for parents who feel that their child may be qualified, but did not receive notification of his/her inclusion in the GATE class. A copy of the District's Comprehensive GATE Plan is available from the District Office to parents upon request.

## **GRADING SYSTEM**

The school year is divided into three grading periods, four quarters for Junior High cycle classes. A report card of your child's progress will be distributed following each trimester.

Grading scale and percentages are as follows:

A+	100-98%
A	97-93%
A-	92-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-67%
D	66-63%
D-	62-60%
F	59% and below

In lieu of a letter grade system, students in kindergarten, first and second grade will receive standards based report cards. Students in grades 3-5 will receive standards based report cards for Math. These report cards provide information regarding a student’s performance and ability in each basic skill.

**HEALTH AND DEVELOPMENT EDUCATION PROGRAM**

The District sponsors programs to help students learn about human growth and development. In addition to our regular health curriculum, we utilize the Robert Crown Health Center in Hinsdale, IL, and our local nurses to enable our students to experience the following programs:

- Grade 4      Growing Up Program  
The boys and girls are separated for presentations given by the school nurses and male staff in the buildings. The video “Always Changing, Always Growing” is shown to the students. It is a very factual and appropriate presentation of the accompanying changes a young boy or girl undergo during maturation. The girl’s video will also inform them on the process of menstruation.
- Grade 5      Michael and Linda Program  
This program is presented at the schools by representatives from the Robert Crown Health Center and includes a discussion of hygiene and physical changes associated with puberty. This program is delivered separately by gender.
- Grade 6      Human Growth and Development  
This program is presented at the schools by representatives from the Robert Crown Health Center and includes expanded hygiene, pubertal changes, and disease prevention, including the prevention, transmission, and spread of AIDS as mandated by the Illinois School Code. This program is delivered to all students together.

Prior to these presentations we offer informational meetings to allow parents to view the curriculum and ask questions.

**HOMEWORK POLICY**

The entire District 122 staff and administration believe that homework is an essential part of the learning process. Parents of children enrolled in the elementary schools of New Lenox accept and expect homework. The following outline is to provide parents a basis for understanding the policy on homework.

## **General Objectives of Homework**

1. To enrich the school experience through related home activity.
2. To strengthen the basic skills by further practice and application.
3. To provide children who have been absent an opportunity to make up work.
4. To stimulate an effort among children to show initiative and a feeling of responsibility in making good use of their time.
5. To encourage a carry-over of school activities into permanent leisure interests.
6. To help children strengthen work and study habits.

## **Assignment Notebooks**

Students must use an assignment notebook daily in grades 3-8. These assignment notebooks are utilized in order to facilitate the development of student responsibility and to encourage punctual academic work completion. We strongly recommend parents check the assignment notebooks on a daily basis to monitor students' assignments.

## **HONOR ROLLS (7-8)**

Liberty and Martino Junior High Schools will publish a trimester honor roll. The purpose of an honor roll is to honor those who have done outstanding work in their school subjects. As a result of their good work, we feel those students should receive recognition from fellow students and the community, in addition to the personal feeling of accomplishment.

For this reason, two honor rolls have been established. The "First Honors" is for those students who have earned a 3.50-4.33 grade point average. "Second Honors" recognizes those students who have earned a grade point average of 3.00-3.49.

## **INCOMPLETE GRADES**

The mark "I" on a report card indicates that all work has not been turned in and is therefore incomplete. Students will have a specified amount of time set by the teacher which to complete the work.

## **INTERNET ACCEPTABLE USE POLICY**

New Lenox School District has a policy on use of the Internet at school. In order for a student to participate in use of the Internet, parents must read and discuss the policy with their children and then sign and return the "Acceptable Use Waiver" form. Any misconduct may result in disciplinary action.

## **INTERNET CURRICULUM**

All students in Grades K-8 will be engaged in age-appropriate curriculum on Internet Safety, as required by Illinois Law. Students will receive instruction on such topics as follows:

- Safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, and other means of communication on the Internet.
- Recognizing, avoiding, and reporting online solicitation of students, their classmates, and their friends by sexual predators.
- Risks of transmitting personal information on the Internet.
- Recognizing and avoiding unsolicited or deceptive communications received online.
- Recognizing and reporting online harassment and cyber-bullying.
- Reporting illegal activities and communications on the Internet.
- Copyright laws on written material, photographs, music, and video.

## **LIBRARY RESOURCE CENTER (LRC)**

Books may be checked out from the school LRC. Books loaned may be renewed. If the book is not returned on time, an overdue book fine may be charged. Students are not charged fines for days school is not in session or if a child has an excused absence. In the case of lengthy illness, it is appreciated that the

parent return the book to the LRC. Students may be charged for lost or damaged books. LRC privileges are extended to all students. We feel that the responsibility and proper care of books is a beginning to develop responsible student attitudes.

### **MEDIA RELEASE**

As part of the process of enrolling students, parents or guardians may sign a permission form for students to be interviewed, photographed, or videotaped by the news media, including but not limited to local newspapers and the local cable access league, or an agent of the school district for the purpose of publicizing a school event, activity, or program in School District 122. The likeness of a student may be featured in yearbooks, features, or documentaries which may be broadcast on public or cable access television, district publications, communication materials, promotional materials, or on the district or school web sites or web pages. All images and rights shall belong to New Lenox School District 122.

### **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the National Junior Society is a privilege bestowed upon students who not only excel in academics, but have also taken the initiative to become involved in their school and community. The Honor Society chapter establishes rules for membership in NJHS based upon a student's outstanding performance in the areas of scholarship, service, leadership, character, and exemplary citizenship. These criteria form the foundation upon which the organization and its activities are built.

To be considered for NJHS membership, a student must have a grade point average of 3.5 or above for each of the first two trimesters of the current school year. The faculty will then evaluate the candidates in the areas of character, citizenship, and leadership using the official evaluation form provided by the National Chapter of NJHS. Next, recommended candidates are **invited to apply** to NJHS by providing evidence that they have been actively involved in:

- 3 school-based clubs/sports OR 2 school-based clubs/sports + 2 outside clubs/sports
- 2 community service activities

The NJHS faculty council will review the forms and approve all applications or provide reasons the application was denied.

### **NO CHILD LEFT BEHIND**

New Lenox School District complies with all state and federal mandates as depicted by the No Child Left Behind (NCLB) legislation. NCLB is "an act to close the achievement gap with accountability, flexibility, and choice, so that no child is left behind." The purpose is to ensure that all children have fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state standards and assessments.

Prior to NCLB, federal requirements imposed on states, districts, and schools were limited and tied directly to using federal funding provided under Title I and other programs. NCLB breaks that mold by holding states, districts, and schools to high standards for student achievement.

With NCLB, all students in grades 3-8 are required to take ISAT reading and math tests. Students in grades 4 and 7 will also take the ISAT science tests.

NCLB also imposes consequences on districts and schools receiving Title I aid whose students do not make adequate yearly progress (AYP). Currently District 122 receives approximately \$130,000 from Title I. This money is used to pay the salaries of four reading specialists. If a school's and/or district's students fail to make AYP, they are subject to corrective measures that become increasingly severe with each subsequent year of underperformance. AYP performance is calculated based upon certain subgroups. A subgroup only exists if there are more than 40 students in that category.

In addition, since District 122 receives Title I funds, at the beginning of each year, parents may request the following information:

1. Whether their children's teachers have met the requirements for certification for the grade levels and subjects taught;
2. Whether any state certification criteria have been waived for those teachers;
3. The college majors of and degrees held by those teachers; and
4. The qualifications of any paraprofessionals who provide services to their children.

If at any time District 122 fails to make AYP, additional information will be sent to parents regarding any and all corrective measure implemented to comply with this federal legislation.

## **OUTDOOR EDUCATION**

Our district sponsors a fifth grade outdoor education experience. The educational purpose of this outdoor experience is to reinforce our science and health curriculum. It provides important bonding time with our students at a crucial point in their educational process. Parents are asked to help defray the cost with a set fee. Chaperones are teachers, administrators, and building staff.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are officially held each year after the first grading period and then as needed by either the parent or the school beyond this official time. Every effort is made to accommodate parents' schedules for these important conferences. Employers must grant a parent's request for a reasonable time away from work to attend a parent/teacher conference.

## **PHYSICAL EDUCATION (K-8)**

The physical education program is designed to meet the growing needs of all children. Activities are selected to suit the developmental needs of the child. The activities are planned and presented in sequential form. Both team and individual sports and activities are included during the year. A wide range of activities are presented for the purpose of giving each student an opportunity to be successful and to stress total physical development.

Pupils enrolled in the public schools in the State of Illinois shall be required to engage in the physical education program as established by the particular school. (Illinois School Code, Section 27-6). Failure of a student to comply with the established regulations may result in disciplinary action.

## **Permission to Be Excused**

Students will be excused from physical education for the year only upon presentation of a physician's certificate to the principal. This statement will be placed in the school files.

Students who are to be excused from gym activities for a period of 1 or 2 days must present a written note signed by the parents. Students with parental excuses are required to dress in complete uniform for class (7-8). Students to be excused for a period of time longer than the two days must present a written statement from a physician.

Students with a physician's statement on file are not required to "dress out" (7-8) during the time of the excuse, but are required to complete an assignment issued by the Physical Education teacher. During the final exam by the physician, the student should obtain a written release statement to return to physical education. This release must be presented to the instructor before the student resumes participation in the program. Students with excessive excuses will be dealt with on an individual basis.

## **Dressing Requirements (K-6)**

All students in grades K-6, must wear gym shoes and be dressed appropriately for the specific activity being conducted.

Students should place all valuables such as rings, earrings, watches, bracelets, billfolds, etc. in a safe place during the time they are in gym class. Under no circumstances are these items to be worn during the time students are actively engaged in physical education.

## **Lockers (7-8)**

Students are assigned a locker for the purpose of storing P.E. uniforms and personal articles used in conjunction with physical education activities. Lockers are the property of the school district, and school personnel may open them at any time. At the junior highs, combination locks are supplied free of charge. A replacement fee will be charged for the replacement of a lost or broken lock. In the event that required articles are lost through carelessness and cannot be found, it will be the responsibility of the student to replace these items as soon as possible. Students are not to tamper with or open another student's locker or share combinations with anyone else.

## **Locker Room Safety (7-8)**

The importance of practicing safety in the locker room cannot be overemphasized. No running, pushing, or other horseplay will be tolerated. No glass bottles are allowed.

## **Required Items (7-8)**

The required items for P.E. are a regulation school gym suit, white socks, and gym shoes. Warm clothing is to be worn over the gym suit on cold days when classes are outside (fall and spring only.)

Every item of the gym uniform must be plainly marked on the outside with the first and last name of the owner. Use a marker that is waterproof and will not wash out. Gym shoes are to be worn in P.E. They must have the student's name printed on the shoes. All students in grades 7-8 must be in complete uniform daily unless a physician's statement is on file. Students who forget or lose their uniform are required to rent a clean uniform from the instructor for the day if one is available. Students may not bring clothing from home to substitute for the regulation uniform.

## **PRESIDENTIAL AWARDS**

The New Lenox Intermediate Grade Centers (Bentley, Oster-Oakview, Ridge, Spencer Crossing) and Liberty and Martino Junior High Schools participate in the President's Education Awards Program. This program has existed since 1983 and is focused on honoring outstanding student achievement and hard work. At the intermediate level, sixth graders are considered for these awards.

There are two categories:

The President's Award for Educational Excellence

The President's Award for Educational Achievement

In the New Lenox Intermediate Schools the following criteria are utilized in identifying sixth grade award recipients:

Selection Criteria for the President's Award for Educational Excellence

- A. Grade Point Average-Students must have maintained at least an A- average on their report card in fourth grade, fifth grade, and the first two trimesters of sixth grade.
- B. Standardized Achievement Test-Students must achieve at the 85th percentile or higher in math or reading on their most recent achievement test. (Terra Nova in our District)

Selection Criteria for the President's Award for Educational Achievement

The purpose of this award is to recognize students who show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence.

The following are examples of criteria for which the President's Award for Educational Achievement may be presented:

- A. Show tremendous growth but not meet the criteria for the President's Award for Educational Excellence.
- B. Demonstrate unusual commitment to learning in academics despite obstacles.
- C. Maintain a school record that would have met the school's criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the

student from maintaining high standards despite hard work.

- D. Achieve high scores or show outstanding growth, improvement, development, commitment, or intellectual development in particular subjects, such as English, math, science, etc.
- E. Demonstrate achievement in the arts such as music or theater.

Final determination of award requirements will be made once achievement testing results are returned in the spring. Students will receive these awards at the annual Awards Assemblies. Parents will be notified if their child will be receiving one of these prestigious awards.

### **PROMOTION POLICY (GRADES 7-8)**

Students in seventh and eighth grade must earn a cumulative grade point average for the year of 0.67 (out of 4.00) to be promoted or graduate. Eighth graders must also pass a constitution test and meet year-long behavior expectations before they qualify for a diploma and participation in the graduation ceremony. Students who fail to earn a 0.67 cumulative average will be considered for retention on an individual basis.

### **READING SUPPORT PROGRAM**

The District provides reading support programs for students in all grades who are experiencing challenges in reading. These programs vary from grade to grade. Parents whose children qualify for these programs will be notified and will be asked to assume a vital role in partnering with the school staff to foster their child's reading success.

### **REPORT CARDS/PROGRESS REPORTS**

Detailed report cards are given to the parents/guardians three times a year. These provide a report on your child's academic achievements, and indication of the effort your child is putting forth. Parents are notified before the end of each grading period if their child is having difficulty or if he/she is experiencing success. These notifications are sent home with the child and must be returned after the parent has read and signed the form. It is our policy to notify you whenever your child is experiencing difficulty with his/her grades.

Parents are invited to visit the school any time, but conference appointments should be made before or after school. During the regular school hours, the teacher's responsibility is with the class.

Parents will receive a report card for each trimester. The report card envelope must be signed and returned to the teacher. (K-6)

In addition, parents may view a "school" report card furnished by the State of Illinois. This report card will detail the building's overall academic performance as well as demographic information about each individual building and its staff. Parents may also request a hard copy of this report card through the building principal or the district office. Grading scale and percentages are as follows:

A+	100-98%
A	97-93%
A-	92-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-67%
D	66-63%
D-	62-60%
F	59% and below

## RECESS

If the outside temperature and/or wind chill is 15 degrees or less (according to weather.com), children will be kept indoors for recess. Other conditions affecting recess will be determined per building at the discretion of the building principal or designee.

If a child must stay indoors for recess for medical reasons, we request a separate note for each day. However, we will accept a doctor's note requesting a child stay indoors for an extended period of time. We reserve the right to request a note from a doctor if a child brings a note every day to stay indoors during recess periods.

## RETENTION

A child is retained only if it is determined that the retention process would be in the best interest and be of direct benefit to the student. The teachers who have the child in the academic subject areas, along with the principal, assistant principal, and guidance counselor, will make the recommendation regarding retention. Per policy 6:280, parents will be contacted for a conference several weeks before the end of the school year regarding the possibility of their child's retention.

## RESPONSE TO INTERVENTION (RTI)

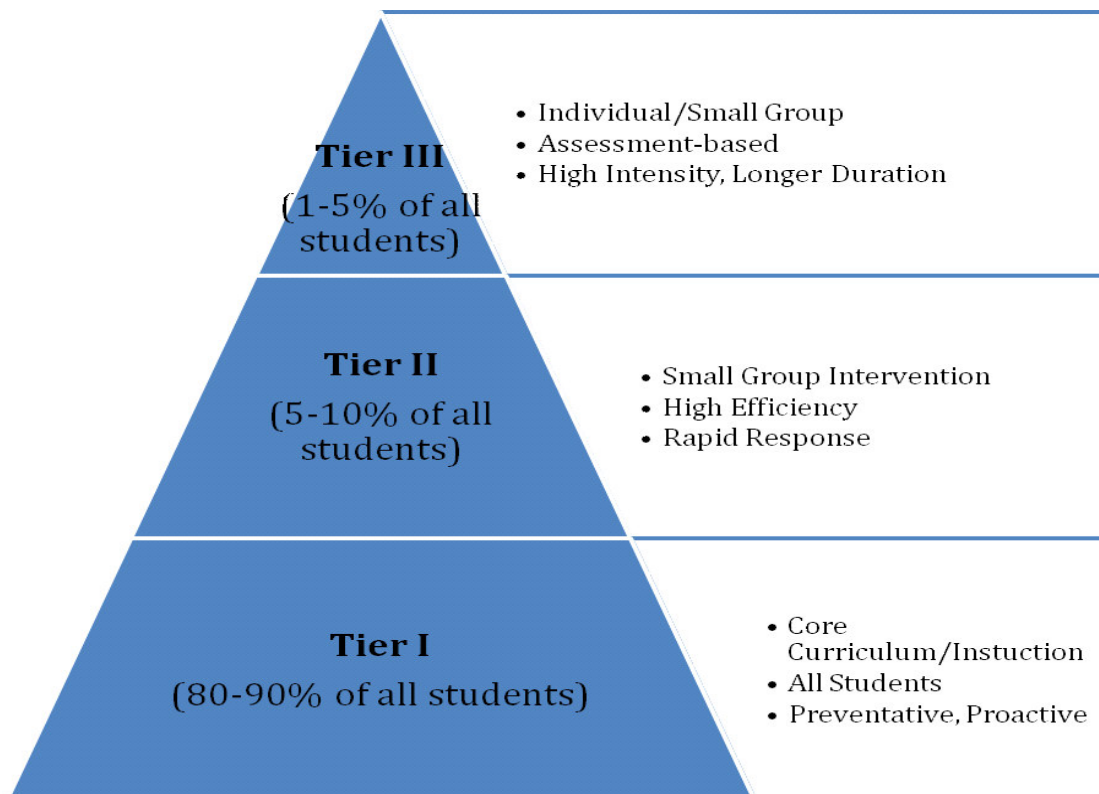
Changes in the federal laws (IDEA, 2004) have directed schools to improve instruction for ALL children by identifying and addressing problems early in a child's education.

New Lenox School District has developed a comprehensive RTI plan and is entering the second year of implementation.

RTI is a regular education initiative of providing high quality, scientifically validated instructional practices based on learner needs. The process monitors student progress, and adjusts instruction and interventions based on the student's response and rate of success. In the event that a student does not make appropriate gains during Tier III, a special education domain may occur.

If a child would benefit from this support during his/her school day the classroom teacher will contact the parent/guardian to review the process.

Below you will find the pyramid that depicts the RTI process:



## **TESTING PROGRAMS**

Terra Nova Achievement Tests are administered to all students in grades 1, 2, 3, 4, 5, 6 and 7. Eighth grade students are administered the Explore Test for placement at Lincoln-Way High School. The state mandates the conducting of the Illinois Standards Achievement Test in grades 3, 4, 5, 6, 7, and 8. In addition all students participate in fluency reading tests through AIMSweb in grades K-8. Additional testing to evidence student achievement is a solid component of District 122 curriculum. The results of all testing are available to parents.

## **TUTORING**

We will provide the parents with a list of teachers who are available for tutoring, when requested. District #122 personnel will not recommend a specific tutor. During the school year, we discourage teachers from tutoring their own students.

## **DISCIPLINE**

In establishing guidelines, rules, and procedures for student discipline, the administration recognizes that all disciplinary situations must be dealt with on an individual basis. Regulations apply to school buildings, grounds, buses, and school-sponsored activities, as well as traveling to and from school. Certain out of school situations may result in disciplinary action. The administration may take into account such factors as age, prior discipline history, severity of action, or result/possible results of the action in considering appropriate discipline. Corporal punishment is not permitted. An accurate record of the offense and disciplinary action will be maintained by the administrator. Referral to law enforcement officials will be made when appropriate.

### **Misconduct includes, but is not limited to:**

- Coming unprepared to class
- Classroom/bus disruption
- Dishonesty/Cheating/Forgery
- Stealing
- Failure to follow directions
- Disrespectful behavior
- Inappropriate language/gestures
- Inappropriate public displays of affection
- Throwing dangerous objects (snowballs, sticks, stones, etc.)
- Physical/Verbal abuse
- Bullying
- Fighting/Physical aggression
- Tardiness/Skipping classes
- Insubordination
- Threats/Intimidation
- Misbehavior for a substitute teacher/bus driver
- Destruction of personal/school property/Vandalism
- Extortion
- Being out of assigned area without permission
- Trespassing
- Harassment of students and/or staff in any form
- Inappropriate use of electronic devices
- Possession of any prohibited item
- Violation of gang/weapon/drug/chemical abuse policy
- Bomb threats
- Setting fires/false fire alarms

- Physical/verbal abuse of staff
- Abusing the rules of safety
- Failure to follow the Internet Acceptable Use Policy
- Other inappropriate behavior which may disrupt or interfere with the learning process

**Consequences of misconduct include, but are not limited to:**

- Staff member intervention
- Verbal warning
- Time out
- Referral to administrator
- Conference with parent by phone or in person
- Loss of privileges
- Written assignment
- Peer mediation
- Behavior contract
- Detention
- Financial restitution/school service
- Social suspension
- In-school suspension
- Suspension of bus privileges
- Out-of-school suspension
- Referral to alternative program/setting
- Expulsion

**Bus Discipline**

**Misconduct on a bus includes, but is not limited to:**

Specific acts of bus misconduct may result in a bus referral and include all of the above and:

- Eating/gum chewing/drinking
- Lowering windows below the stop line
- Failure to sit properly
- Failure to remain seated while bus is in motion
- Throwing objects
- Talking at the railroad tracks
- Improperly crossing in front of, between, or behind the bus
- Bringing any items which cause a safety hazard including, but not limited to:
  - large projects
  - glass items
  - skateboards/scooters
  - weapons

**Consequences for bus misconduct:**

Referral 1	Minimum verbal warning
Referral 2	Minimum written consequence
Referral 3	Minimum three day suspension of bus riding privileges
Referral 4	Minimum four day suspension of bus riding privileges
Referral 5	Minimum five day suspension of bus riding privileges
Referral 6	Minimum ten day suspension of bus riding privileges AND hearing to determine continuation of service

Steps may be omitted as deemed appropriate by the building administrator.

Severe misbehavior (i.e. fighting, weapons, gross misconduct) will result in a punishment determined by a building administrator, transportation director, associate superintendent, law enforcement, and other agencies as necessary.

## **Junior High Discipline Classroom Discipline**

Classroom discipline at the junior high level is based on the “Four Step System.” When a student is disruptive to the educational environment, a “step” is assigned. Each step has a specific consequence as outlined as follows:

- Step #1: Verbal Warning
- Step #2: Written Consequence
- Step #3: Parent / Teacher Conference (by phone or in person)
- Step #4: Office Referral

Each junior high teacher utilizes the step system and is responsible for keeping individual records of steps for each of their students. Steps are not cumulative, therefore all students begin at step zero at the start of each grading period.

The step system is designed to address minor disruptions to the educational environment. Some acts of behavior are considered “gross misbehaviors” (and fall under the “Severe Clause”). These behaviors bypass the step system and can result in an automatic office referral. “Gross misbehaviors” include, but are not limited to, the following:

- Disrespect
- Bullying
- Insubordination
- Fighting
- Harassment
- Vandalism

A student can only receive one step per class per day. If a student receives a step and continues to disrupt the class that day, he/she will receive a “time-out.” If he/she continues to disrupt after a time-out, he/she will receive an office referral (behavior termed “Continued Classroom Disruption”).

## **Office Discipline**

The assistant principal will keep a discipline record on each student who receives an office referral (i.e.: Classroom Disciplinary Report, Tardy Report, or Gum/Candy Referral) during a grading period. The record has a series of “lines” on it, which coordinate with recommended consequences. The consequences for each line increase in severity as lines are accumulated. Students may receive internal or external suspension on any line when deemed appropriate (fighting, etc.). As with the step system, students start at “Line Zero” at the beginning of each grading period.

## **Social Suspension**

Students who choose not to conduct themselves properly at after school events that are held in the building, or who habitually break school rules, will be placed on social suspension (not allowed to attend extra-curricular activities) for a specified length of time. Social Suspension does not interfere with a student’s participation on a team at an athletic event. Any 8th grade student who has been placed on social suspension in any 2 of the 3 trimesters of the year will not be able to attend the annual end of year Great America trip or end of year dance party. In addition, gross misbehavior over an extended period of time may require the student to forfeit the graduation ceremony. If your child receives a sixth (6th) discipline referral, internal suspension will be the consequence.

Being on social suspension means that the student cannot attend any school-sponsored or related social event or activity, dance, party, etc. which is held after the regular school day. Staying for a detention period is the only exception.

## **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

The New Lenox School Board has adopted a policy to establish a process for the District to comply with Illinois State Law regarding the use of behavioral intervention for students with disabilities. The procedures will promote the use of positive behavioral interventions and include the following components:

- A. Designation of behavioral interventions by level of restrictiveness.
- B. Procedures for the development of management plans for students having significant behavioral and/or emotional needs.
- C. Procedures for the documentation of emergency use of restrictive interventions.
- D. Provisions for parent involvement.
- E. Provisions of professional development.

The Illinois State Board of Education material on the use of behavioral interventions for students with disabilities will be used as a guideline.

**BULLYING (see also Harassment)**

Bullying is deemed as physical or verbal harassment, which includes words, gestures, or actions. These actions may include name-calling, rumor spreading, teasing, taunting, or exclusion that is directed at a specific person or group. It may interfere with work, academic performance, learning opportunities, or social interaction. Bullying is strictly prohibited and appropriate consequences will be administered. It is the student’s responsibility to report this type of conduct to a staff member. Four guidelines apply regarding bullying:

- 1. We will not bully other students.
- 2. We will help students who are bullied.
- 3. We will make it a point to include all students who are often left out.
- 4. When we see someone is being bullied, we will tell an adult.

**CARE AND USE OF SCHOOL EQUIPMENT**

Our buildings and equipment represent a considerable investment on the part of the citizens of New Lenox School District 122. The faculty and administration insist upon careful and prudent use of school property. Only through the cooperation of the student body can this be accomplished.

Students or persons guilty of deliberate marring, defacing, or reducing the worth or usefulness of property will be held responsible for repairs or replacement of damaged equipment and face further disciplinary action.

**DETENTIONS (4-8)**

Detention is one consequence for misbehavior. Students may be kept after school after notice is given to parents to arrange for transportation home. Transportation will NOT be provided by the school district. Detentions are supervised by a staff member.

Special assignments, homework, or other appropriate school work must be done at this time. For situations that may result in a detention consequence, see DISCIPLINE.

A student who fails to report to detention will be subject to further disciplinary action.

**DRESS CODE/PERSONAL APPEARANCE**

Research and experience have shown that student conduct, school goals, personal pride and self-respect are related to personal appearance and mode of dress. Clothing that is disruptive to the educational process will not be tolerated. It is the responsibility of the parents to see that their child is dressed in a manner which reflects good taste, good judgment, safety, and is not disruptive to the educational process.

No student shall wear, or bring to school, any clothing that displays inappropriate language by sign, symbol, or depiction which refers to any drug, tobacco, alcohol, gang, or sexual innuendo.

Coats, jackets, gloves, sunglasses, hats, and other outer wear may not be worn in the building. Male and female students are to wear clothing that completely covers the body from the shoulder to mid-thigh. Undergarments may not be visible. There should be no rips in pants above the mid-thigh. Clothing made of spandex or similar material (biking shorts, jersey-type shirts, etc.) may not be worn unless other clothing is worn over it from shoulder to mid-thigh. Tank tops and shoe skates (Heelies) are not allowed.

Students will be excluded from classes until arrangements for acceptable attire can be made, or appropriate clothing provided. Students will be given reminders/warnings prior to a phone call home.

## **DRUG AND CHEMICAL ABUSE**

The use of drugs including, but not limited to, alcohol, tobacco, or inhalants is not only a health hazard but is illegal. Students may not possess, dispense, or be under the influence of any drug/medication or other substance that is represented as a non-prescription controlled substance of any kind. The disciplinary action for violation of this policy may be:

1. Immediate suspension and/or
2. A recommendation to the Superintendent for an expulsion hearing to take place in accordance with the School Board Policy.

## **ELECTRONIC DEVICES**

Students in grades 4-8 are allowed to bring cellular phones to school with parental permission. Students must have these items turned off and stored when on a school bus and on our school campus. These items may only be used at designated times and in locations determined by each building principal. Students in grades K-3 are prohibited from having these items. Any student violating these guidelines will be subject to disciplinary action including losing the privilege to bring these items to school.

Electronic games or music devices (Walk-man, iPod, MP3, DS, PSP, iTouch, iPhone, etc.) ARE allowed at school or on buses with building administrator and parental permission.

Again, all devices are to remain, turned off, in student's locker (7-8) or backpack (4-6) unless permission is granted by the principal or principal designee. New Lenox School District 122 is not responsible for lost or stolen electronic devices.

## **GANG ACTIVITY**

The presence of or student involvement in gangs or gang-related activities/displays/symbols/paraphernalia at any time on school grounds or while on school buses is strictly prohibited. The term "gang" shall mean any organization, club, or group composed wholly or in part of students, whose purposes could include the commission of threatening/illegal acts. Any student in violation of this policy will be disciplined in accordance with the District's discipline policy which may include suspension or expulsion.

No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or use any speech or commit any act either verbal or nonverbal which may be interpreted as belonging to or associated with gang activity.

## **GUM CHEWING/CANDY**

Chewing gum, or any substitute for gum, (paper, string, rubber-bands, etc.) is unacceptable in all schools and on district buses. Candy may be eaten in the lunch room, if it is part of a student's lunch, and in the classroom only if it is a part of the teacher's approved, issued, and/or supervised treat.

## **HARASSMENT**

Student safety and well being is a priority. All buildings have incorporated Character Education into the curriculum. Any type of harassment that is deliberate and/or repeated and conduct such as unsolicited verbal comments, written statements, gestures, or physical contact of a sexual nature will not be tolerated.

The process begins with a report of bullying or harassment. Faculty, parents, and students (victim or observers) all have the opportunity to file bullying or harassment reports to the school administration. Once a report is filed, a building administrator will begin the investigation by receiving a statement from the victim. In this statement, the victim will be asked to share any details that may be relevant to the situation (i.e. what was done, what was the context, who was a witness, etc). After the victim's statement, witnesses (if applicable or necessary) will be brought in to make a statement. Lastly, the accused offender will be brought in for a statement.

After hearing all sides to the story, and gathering as much information as necessary, an assessment of the level of seriousness of the act is made. The building administrator, sometimes in collaboration with other faculty members, is the one to make this assessment. The level of seriousness is determined by frequency of the act (has it happened before), type of act (verbal or physical), setting of the act (public vs. private), and level of intent to hurt. Based on this assessment, an appropriate consequence is determined and assigned. The following is a list of consequences that may be assigned in bullying/harassment situations:

- \*Verbal Reprimand/Warning
- \*Classroom Consequence
- \*Parental Contact
- \*Detention
- \*Social Suspension (Junior High)
- \*Internal Suspension
- \*External Suspension

### **Harassment**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment by including this policy in the appropriate handbooks.

### **Sexual Harassment**

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experience, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Nondiscrimination Coordinator, building principal, assistant building principal, dean of students, or a complaint manager. Students may choose to report to a person

of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the building principal or assistant principal, for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

## **MONEY**

Students are asked not to bring large sums of money to school. All payments should be made by check whenever possible.

## **NON-TEACHING PERSONNEL**

The office secretaries, library clerks, custodians, bus drivers, playground monitors, and cafeteria workers are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be accorded the respect and obedience shown to all faculty members.

## **PLAYGROUND RULES**

1. Use common sense.
  2. No "rough stuff" on the playground; this includes all forms of contact games, and above all no fighting. "We were only kidding" will not be an acceptable excuse.
  3. Pupils are not to bring bats or balls from home. Only Nerf-type or foam equipment is allowed.
  4. Don't interfere with any organized games.
  5. No throwing of stones, rocks, dirt, acorns, or anything other than a ball.
  6. Stay out of mud and water. Walk around it, not through it.
  7. No snowball throwing, stay off the ice.
  8. When the bell rings/whistle blows, children should line-up and enter the building in an orderly manner when instructed by the supervisor...do not push or shove.
  9. Boots must be worn outdoors in inclement weather and in the snow. We recommend separate shoes for the classroom.
  10. Inappropriate language is not acceptable.
  11. Share the playground equipment so all may have a chance to use it.
  12. Stay in designated playground areas away from all parking areas.
  13. Parents often tell their children to defend themselves at all times. While this philosophy may be necessary away from school, we ask students to go to the adult playground supervisor for assistance if a student begins to hassle them.
  14. No form of vandalism or graffiti will be tolerated.
- Any infraction of these rules may result in the loss of playground privileges and/or suspension/expulsion from school.

## **PROHIBITED ARTICLES**

Students may not bring articles to school which are a hazard to their own safety, the safety of others, or interfere in some way with school procedure or the learning environment. These items include, but are not limited to, weapons (real or look-alike), pocket knives, matches, cigarettes or smoking materials, squirt guns, water spraying devices, or any type of laser pointer, film or printed material that would be considered inappropriate. Items that would be considered a distraction to the learning environment are prohibited (trading cards). These items will be confiscated if brought to school. Students will be dealt with according to the district discipline policy.

## **SUBSTITUTE TEACHERS**

Substitute teaching is an important job. Teaching can be accomplished and progress made only if there is student cooperation. Students are to show the proper respect for substitute teachers. Any student not showing proper respect for a substitute teacher will be dealt with in accordance to school discipline policy.

## **WEAPONS**

The Board of Education has adopted a zero tolerance policy with respect to the use or possession of weapons on school grounds.

A student who uses, possesses, controls, or transfers a Class 1 or Class 2 weapon as defined herein, shall be expelled at least one calendar year but no more than 2 calendar years. The expulsion period recommended by the Superintendent will be determined by the Board of Education on an individual basis. Also the Superintendent's decision may be modified by the Board, on an individual basis. In no case may expulsion exceed 2 calendar years.

A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Criminal code, or a Category I weapon as defined in Section 33A-1 of the Illinois Criminal Code (a "Class 1 weapon"); (2) any other object if used or attempted or intended to be used to cause bodily harm, including, but not limited to knives, brass knuckles, billy clubs (a "Class 2 weapon"), or (3) "look-alikes" of any weapon as defined above (a "Class 3 weapon"). Such items as baseball bats, pipes, bottles, locks, sticks, pencils, pens, and laser pens may be considered weapons if used or attempted to be used to cause bodily harm (a "Class 4 weapon").

The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a Class 1 or Class 2 weapon to school and shall confiscate such weapon.

## **EMERGENCY PROCEDURES**

### **CONTACT INFORMATION CHANGES**

Any changes in:

- ◆ Employment phone number;
- ◆ Home phone number/Cell phone number;
- ◆ Address; and/or
- ◆ Emergency contacts must be reported to the school your child attends. Any changes in address will require proof of residency per district policy.

### **EMERGENCY CLOSING PROCEDURES**

#### **Specific Procedures for Different Types of Emergency Closings**

##### **A. Inclement Weather**

All procedures will be followed, however inclement weather may create an emergency situation. In those cases, it may be necessary to dismiss students immediately. School personnel will make every possible effort to contact each child's parent or other contact person.

##### **B. Individual building (inoperable for a few hours)**

1. General procedures will be followed where applicable.
2. Every effort will be made to contact each child's parent or other contact person prior to regular school dismissal time.
3. Bus transportation of students to other schools will be used if they are unable to remain in their own school.
4. It is the responsibility of the building principal to see that all students are housed in safe facilities within the remaining schools in the district. Students and teachers will be placed in an area which will best facilitate typical educational procedures.

C. Individual building must be evacuated immediately (storm damage, fire, gas leak, etc.) The same procedure as explained under Plan B will be followed.

In an effort to provide for the safety of the students at all times, School District 122 has developed a plan for emergency school closings. The primary goal of this plan is to inform parents that their child will be returning home at a time earlier than usual. It is important that the most current emergency contact information is provided to your school's office. The procedures are as follows:

### **Prior to the School Day**

In case of inclement weather a *Connect-Ed* message will be sent as soon as the decision to cancel school is made. Parents may also listen to radio station **WJOL (1340 on the AM dial)**, **WBBM (780 on the AM dial)**, or **WGN (720 on the AM dial)**. There are also web sites: **www.EmergencyClosings.com** or **www.nlsd122.org**. Weather announcements and other important information can also be accessed by calling our **Hot News Number (815) 462-7001 Mailbox Number 7107#**. Please do not call the transportation department. Radio broadcasts will be made at regular intervals. Due to the fact that road and weather conditions must be evaluated early, in order to make a decision about closing school and to get communications out prior to the time buses are prepared to depart, one of two plans (A or B) may be utilized.

### **PLAN A - WHEN SCHOOL WILL BE CLOSED ALL DAY**

This will be employed when weather conditions are very severe, and an early decision can be readily made to close school.

### **PLAN B - WHEN SCHOOL BEGINS ONE HOUR LATER THAN REGULAR, SCHEDULED STARTING TIMES**

All bus routes and pick ups will be one hour later than the regular, scheduled starting times. This plan will enable us to avoid hazardous conditions that may exist due to fog or icy roads in the early morning hours and enable us to operate the buses and the schools when conditions improve.

### **During School Day**

1. At the K-8 level, all efforts will be made to contact the parents or other contact persons before dismissing the students.
2. At the K-8 level, school personnel will report to the school's main office who has not been contacted.
3. In the event of school closure, all after school activities of any kind are cancelled.

### **FIRE, DISASTER, EVACUATION DRILLS**

Fire, disaster, and evacuation drills are held at various intervals during the school year. Assuring the safety of each child allows no time for students to obtain their outer apparel or personal belongings. However, care is taken so that needless, uncomfortable exposure does not occur.

## **EXTRA-CURRICULAR ACTIVITIES**

### **BAND/STRINGS PROGRAMS**

District 122 has a band program beginning in grade 5 and continuing through grade 8. Students interested in band are tested at the end of 4th grade and participate in band during the summer prior to entering the 5th grade. A strings program begins in grade 4 continuing through grade 8. Private lessons are strongly encouraged for both programs.

A Band Booster Parent Association supports the instrumental music program in a financial, social and educational capacity. Meetings are held throughout the year with scheduled programs.

## **CONDUCT AT EXTRA-CURRICULAR ACTIVITIES**

### **Student Behavior**

Students are encouraged to participate in extra-curricular activities sponsored by the school. Students should realize that all school rules are in effect while they are in attendance at a school sponsored extra-curricular activity. This applies to home and away situations.

While in attendance at such an activity, the students may not leave the building before the conclusion of the event unless they are accompanied by a parent or guardian. Parents/guardians are expected to provide transportation within 15 minutes after an extra-curricular activity ends. Failure to meet these expectations and requirements can result in a social suspension (Grade 7-8) or exclusion from future participation in the activity (Grade 4-6). Students must be in attendance during the day to attend an after school/evening function.

### **Parent/Spectator Behavior**

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event at our home school or away activities, may be ejected from the event they are attending and/or denied admission to school events for up to one year, at the discretion of the Superintendent or his/her designee. Examples of unsportsmanlike conduct include:

- \* using vulgar or obscene language;
- \* possessing or being under the influence of any alcoholic beverage or illegal substance;
- \* possessing a weapon;
- \* fighting or otherwise striking or threatening another person;
- \* failing to obey the instructions of a security officer or school district employee; and
- \* engaging in any activity which is illegal or disruptive.

The Superintendent may deny future admission to any person by delivering or mailing a notice, sent by certified mail. The notice will include;

1. A description of the unsportsmanlike conduct; which would include the time, date and place that it occurred; and
2. The proposed time period that admission to school events will be denied.

## **PHYSICAL EXAMS FOR ATHLETIC PARTICIPATION (Grades 4-8)**

No student will be permitted to compete in any individual or team athletics without a physical examination on file in the Athletic Director's office during the current year of participation. Proof of the physical examination must be on file before any meet, practice, or event takes place. No athlete shall be allowed to participate following a disabling illness or injury without a physician's release.

## **GENERAL INFORMATION**

### **BACKPACKS**

Backpacks should be easy to carry by the student. Backpacks on wheels need to be small enough to hang on hooks and not pose a danger when transporting. Objects should not be hanging from the outside of the backpack. Junior High students are required to place backpacks in lockers during the school day. Backpacks on wheels will not fit in the Junior High lockers.

### **COMMUNICATION**

District 122 is dedicated to providing open communication with parents. In order to work collaboratively to resolve any concerns or issues, please follow these lines of communication. If a concern or issue arises please contact the classroom teacher first, then the building principal, then Dr. Manville, Associate Superintendent, at District Office and then finally if the concern is not resolved to your satisfaction, Dr. Sass, Superintendent, at District Office.

## **CONNECT-ED**

New Lenox School District 122 utilizes the communications service, *Connect-ED*, to communicate with parents. The *Connect-Ed* service is used to notify parents of school events, school closings, emergencies, attendance, among other things. The messages are sent via telephone, cell phone, email and/or text message.

## **LOCKED BUILDINGS**

After the dismissal bell, the doors to all wings of the buildings will be locked. The custodians have been instructed not to reopen these doors. Students who are staying after school for a supervised activity must take their coats and books with them to the assigned area. Students may not return to their locker or classroom. Front doors will be locked when the office closes for the day, except those buildings housing before/after school child care and/or Park District programs. In those cases, rooms and/or wings may be locked. After office hours, textbooks may be found at the New Lenox Public Library.

## **LOCKERS (7-8)**

Each junior high student will be assigned a locker, and may only use assigned locker. Lockers are the sole property of the school district and are provided for use by students as a convenience. Please be advised that school personnel may open lockers at any time. Lockers are assigned at the beginning of the school year for the entire year. Lockers should be kept locked at all times. All personal items and books are to be kept in lockers when they are not in use for your class. Students are not to tamper with or open another student's locker or share combinations with anyone else. Lockers are not to be altered in any way to be unsecured/easily opened (i.e. preset, jam the mechanism, or alter the mechanism in any way.) Do not deface lockers in any way; no tape, glue, stickers, or writing of any kind is permitted on the inside or outside surface of the locker. A discipline referral and/or monetary charges may be consequences for the above. No exterior decorations are permitted on lockers at any time (for birthdays, sports, activities, or clubs.) Magnets must be used to secure decorations on the interior of your locker. The school is not responsible for lost/stolen items.

## **LOST AND FOUND**

Students are responsible for their own coats, books, gym clothes, etc. The school cannot be held liable for lost or stolen items. Parents are requested to label all coats, books, hats, P.E. uniforms, etc. with the student's full name. Returned clothing and books may be claimed in the lost and found area. Valuables may be claimed in the office.

## **LUNCHESES**

Hot lunches are available at all New Lenox Schools for grades 1-8. Milk is included with each lunch. Monthly lunch menus and monthly order forms will be sent home approximately two weeks prior to the beginning of each month. If you order a lunch for your child you will be charged for it unless your child is absent from school that day.

There are two payment options for hot lunch:

### **1. ON-LINE OPTION**

- a. Enroll and create or access your existing on-line account at [www.nlsd122.org](http://www.nlsd122.org).
- b. If enrolling for the first time you will need your child's id number.
- c. A \$25.00 minimum payment is required.
- d. Deposits may be made using a credit card or debit card.

### **2. SEND PAYMENT TO SCHOOL OPTION**

- a. When sending a payment to school with your student, be sure to include your student's **name and id number**

Hot lunch program highlights:

- Primary school students may purchase full meals and milk from their accounts.
- Intermediate school students may purchase full meals from their accounts.
- Junior High students may purchase full meals, additional entrée, milk, and a la carte items.
- Students will be provided a plastic lunch ticket to access their account on a daily basis. Students will not be required to carry these ID cards on their person.
- You may view meals and a la carte items your child purchased using the link at [www.nlsd122.org](http://www.nlsd122.org).
- If parents/guardians prefer, an Intermediate or Junior High student's account can be "locked" so the student can purchase only full meals or milk. Please send a written request to your school with the restriction you prefer.
- When your child's account balance reaches \$5.25 (3 lunches) a Low Balance Warning letter will be sent home.
- Please direct questions to your school's main office or the District's Business Office at (815) 485-2169.

Children who meet the federal guidelines are eligible for free or reduced price meals. Household size and income are the criteria for determining eligibility. Application forms are available at the District Office. To apply for free or reduced meals households should fill out the form, sign and return the form to the district office. Households must answer all applicable questions on the form in order for it to be processed. **Students approved for this program must submit monthly lunch order forms.**

### **OFFENDER COMMUNITY NOTIFICATION LAWS**

As required by state law, parents/guardians may request information about sex offenders and violent offenders against youth. This information is available to the public and can be found at:

The Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/> or

The Illinois Statewide Child Murder and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>

### **VISITORS**

Anyone visiting the building must enter at the school office. Visitors must sign in/out in the office and obtain and wear a visitor badge. Visitors **MUST** show a picture ID before entering the building and leave it in the office until exiting. We do not allow students to bring visitors with them to class. Parents are welcome to schedule an observation in their child's classroom throughout the year. However, observations are discouraged the first two weeks and the last two weeks of the school year.

### **VOLUNTEERS**

New Lenox School District #122 operates an extensive parent volunteer program. Parent volunteers serve in all of our schools and provide valuable assistance to both students and teachers. We utilize volunteers for, but not limited to:

1. Classroom volunteer
2. Clerical/Copy volunteer
3. LRC volunteer
4. Special Project (Art, Memory Book, etc.)

Parents are encouraged to become involved in their child's education. We encourage all parents to volunteer their services. If you are interested in volunteering, please contact the PTO. The PTO conducts a sign up at the beginning of the year, or contact the principal of your child's school. In order to promote building safety, all volunteers must sign in and out and are required to wear a visitor badge and

follow the visitor ID guidelines while in the building. Volunteers are required to complete a volunteer/chaperone information form in order to begin volunteering, each year. If you choose to volunteer at multiple sites you are required to complete a form at each site.

## **HEALTH AND RELATED INFORMATION**

Health services are provided for the district by certified school nurses, RN or LPN.

Health services include providing health assessments and screening, health instruction, counseling, and referral for students, parents, and staff; developing procedures and supervising care of the injured and sick; promoting and assisting in the control of communicable disease; coordinating the vision and hearing screening program and assisting in the formation of health curriculum, policies, and goals for the school district.

In the absence of the school nurse or RN/LPN, the school secretaries manage first aid and medications. The school secretaries are trained in First Aid and CPR.

### **ACCIDENTS**

Should an accident occur at school/on a bus, the standard procedure is:

1. First aid is given.
2. The parent or guardian is notified if the accident warrants their attention. In some instances, notes are sent home with the student.
3. An accident report is completed.

Parents should ensure that the school has all necessary phone numbers. If both mother and father are employed, the telephone number of the place of business, or relative, will suffice. If the family or guardian cannot be notified or if the medical situation warrants it, emergency medical services will be contacted.

### **APPOINTMENTS - MEDICAL**

In order to avoid losing valuable education time, try to arrange doctor and/or dentist appointments for your children after school hours or on Saturday. If it is necessary to take your child out of class, please send a note with him/her that day stating the time he/she is to leave for the appointment. Upon returning, the student must report to the office and sign in. In order for such an absence to be considered excused, a doctor's note must be provided.

### **BASIC HEALTH PROCEDURES**

The School Nurses of New Lenox School District follow the recommended practices and procedures of the Illinois Department of Public Health which are set forth by the Illinois State Board of Education and the Illinois Nurse Practice Act.

**Staying home-** A child should stay home for 24 hours after any of the following have occurred:

1. Fever of 100 degrees or above
2. Vomiting or diarrhea
3. Being placed on an antibiotic by the doctor

The twenty-four hour time period allows for an antibiotic to take effect or for a sick child to fully recover. Returning to school too early benefits no one and keeps the cycle of illness going.

**Emergency contacts** - It is essential that these phone numbers be kept current and that only people who are readily available be listed.

**Asthma** - Inhalers should be kept at school for any student who is at risk for a breathing problem to develop. Even if you feel that your child's symptoms are mild and only occasional, there is still potential for

serious symptoms to develop quickly. Students may carry an inhaler with a medical release and parental permission on file in the nurse's office.

**Allergies** - If your child needs epinephrine at school for severe allergic reactions, please provide us with an Epi-Pen. Standardizing our treatment makes it easier to act quickly in the time of an emergency. All secretaries have been trained in the use of the Epi-Pen.

**Rashes** - Rashes will be evaluated on an individual basis. Rashes can be caused by many things including allergies, viruses, various skin conditions, bacterial illnesses, and sometimes unknown causes. If the cause of the rash is not easily determined, the school may require a doctor's note stating the diagnosis before the child can return. This is required by the health department as some serious illnesses (scarlet fever, measles, chicken pox) are accompanied by a rash and need to be reported.

**Pink Eye (Conjunctivitis)** - Can be allergic, viral, or bacterial in nature. Any child with symptoms of conjunctivitis (swollen eyes, red eyes, itching, drainage from eye) will need a doctor's note with a diagnosis to return to school. If antibiotic drops are started, the child needs to be on them for 24 hours before returning to school.

**Excuses for Gym**—If your child has an illness or injury that will keep him/her out of gym class a written doctor's note, including diagnosis and length of time the child will need to be excused.

**Vision and Hearing Screening**—Vision and Hearing Screening is performed as mandated by Illinois law. Vision screening is performed for preschool, kindergarten, second grade, and eight students, special education students, new students to the district, and for any student upon request of parents or teachers. Hearing screening is performed for preschool, kindergarten, first grade, second grade, and third grade students, special education students, new students to the district, and for any student upon request of parents or teachers.

## **HEAD INJURY PROCEDURE**

When a student receives a head injury at school the staff will make every attempt to notify the parents by phone. Most head injuries are minor and the child returns to class after a short period of observation with an ice bag application to the site of the injury at this time.

The student is given a "Head Injury Form" to show his/her teacher and then to take home to the parents. The student is told to return to the office if he/she becomes ill or has any further symptoms. Students with serious head injuries will be referred for medical care or transported by emergency service and the parent will be notified.

## **INFECTIOUS DISEASE POLICY**

The School Board recognizes that the management and control of a school environment which is free from communicable disease requires the cooperation and effort of the school staff and community. In order to promote and ensure appropriate student health standards, a District Infectious Disease Review Team will be appointed by the Board.

Upon being informed that a student has, or is reasonably suspected of having, a chronic infectious disease, the Superintendent or his designee shall convene the Infectious Disease Review Team. The team shall be guided by the policies of the School Board, rules and regulations promulgated by the Illinois Department of Public Health, and all other relevant State and Federal laws and regulations. The team shall consult the student's parents, personal physician, and official of the local health department before taking any actions or making any recommendations.

## **MEDICATION**

Our District's Board of Education has adopted a strict medication policy and requires a Medication Authorization Form to be completed by the physician and parent for any medication to be taken in school, including prescription as well as over-the-counter medications. Cough drops may be used by students with written permission from parents. A note for cough drops is good for five days.

In order to ensure the safety of all students, children may not bring his/her medications to school on the bus. If a child brings/carries medication without proper authorization, it may result in disciplinary action. Parents/guardians should bring the medication to school, in the original container, with the student's name on it, and give it directly to the building secretary or nurse.

### **Administration of Medications in School**

Due to a mandated policy of the State of Illinois, New Lenox School District 122 will not administer prescription, over-the-counter, or herbal/homeopathic medications to students during regular school hours unless absolutely necessary for the critical health and well-being of the student. Therefore, most medication dosages should be scheduled either to coincide with a time the student is at home or when a parent or legal guardian is able to administer the medication at school.

If a student does require administration of any type of medication at school, the doctor and parent must complete the "Medication Authorization Form". This form requests a written statement from the physician that the student's critical health and well-being require the administration of medication during school hours and that the student is capable of self-administration. Parents must also complete the "Release and Hold Harmless for Medications" section. Please note that in order to protect our students' safety, no medication can be administered or self-administered in school without a completed form on file at the school.

Although most students will be self-administering medication, please be aware that a certified employee or school secretary will be supervising your child's self-administration and that we will do everything we can to ensure your child's safety. If you feel that your child is not capable of self-administration under supervision, you must contact that school nurse to make alternate arrangements. Please be sure that all medication is brought to school in the original package or an appropriately labeled container. If you prefer that your child not be aware of how to open child-proof caps, you may request a regular cap from your pharmacist for at-school use.

1. Prescription medications shall display:
  - (1) Student's name
  - (2) Prescription number
  - (3) Medication name/number
  - (4) Administration route and/or other directions
  - (5) Date and refill
  - (6) Licensed prescriber's name
  - (7) Pharmacy name, address and phone number
  - (8) Name or initials of pharmacist
2. Over-the-counter or non-prescription medication shall be brought to school with the manufacturer's original label, the ingredients listed, with the student's name affixed to the container and given to the office. Vitamins are not allowed at school.

Parents must bring all medication to the school office. Students should not bring any medication, prescription/non-prescription, to school themselves. No medications are allowed on the bus. Should any student be required to carry an inhaler, Epi-pen, or glucose on the bus to assist in a medical condition, he/she will be required to receive an additional note from the attending physician that must be on file. Medications will be stored in a safe place in the nurse's office. If a child brings/carries medication without proper authorization, it may result in disciplinary action.

The school nurse will review each medication request and approve the administration of all medications. Any questions regarding the administration of medications should be directed to the school nurse.

## **HEALTH EXAM REQUIREMENTS (as required by the Illinois School Code)**

All children entering school for the first time, entering kindergarten, and upon entering 6th grade are required to undergo a physical exam prior to the start of school. They are also to present proof of immunity to the following communicable diseases: chicken pox, diphtheria, pertussis, tetanus, polio, rubella (German measles), rubella (measles), and mumps. Students entering 5th grade must show proof of immunity for Hepatitis B. These examinations and proof of immunity are due at the start of the school year. Students who have not fulfilled these requirements will not be able to attend school after October 15 of the given school year. Any student whose religious beliefs exempt him/her from required immunizations must submit a written affidavit of religious objection with his/her physical exam form.

All new students entering the district must show proof of physical exam and immunizations meeting the Illinois requirements within 30 days of entering school. Students transferring from another state or country must present a physical exam dated no more than one year prior to entry into school.

Dental exams are required of all students entering kindergarten, second, and sixth grades. The deadline for submitting dental exams is May 15th of the given school year. Dental exams completed up to 18 months prior to the deadline qualify to meet the requirement. A waiver form is available for those who show an undue burden or lack of access to a dentist.

All children enrolling in kindergarten after January 1, 2008, and any children enrolling for the first time in a public school after January 1, 2008 must have an eye examination and present proof of the eye examination to the school before October 15 of the school year. If proof of exam is not provided, the school may hold the child's report card, but may not deny school attendance to the child. A waiver form is available for those who show an undue burden or lack access to a licensed physician or optometrist.

## **REGISTRATION/ENROLLMENT PROCEDURES**

Pupils entering our schools must present a copy of an official birth certificate and a completed health record including all dates of required immunizations in compliance with state laws.

Children entering kindergarten must be five (5) years old on or before September 1st. Children entering first grade must be six (6) years old on or before September 1st.

## **CUMULATIVE RECORDS-CONFIDENTIALITY**

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials. No records will be released to any outside agency without the written permission or notice to the parent. The parent has the right to inspect, copy, and challenge the information contained in their child's school records.

Types of information that may be contained in the school records are as follows:

- A. Permanent Records
  - 1. Academic transcripts
  - 2. Attendance records
  - 3. Accident reports and health records
- B. Temporary Records
  - 1. Standard test scores
  - 2. Family background information

Upon transfer or graduation from New Lenox School District 122, school officials will forward the permanent student records to the respective school district in which the student has enrolled. Temporary records which are no longer relevant to the student's education such as previous special education records will be retained by New Lenox School District 122 no longer than 5 years after the student has transferred, graduated, or otherwise permanently with-drawn

from the district. Parents or students (18 years or older) may obtain their records prior to destruction by contacting the district office. Any permanent record retained by the district will be retained for 60 years.

### **ENTRANCE DATA**

Whenever a child enters the New Lenox Elementary Schools for the first time, a general health record, family, and school history form must be completed, giving us data for our records. Data collected is kept in the child's cumulative record folder, which is maintained from kindergarten through eighth grade, thus providing a continuous record of academic, social, and general growth. Additionally the family must prove residency in accordance with the residency administrative procedures.

### **REGISTRATION FEES**

Registration fees are established by the Board of Education on an annual basis. All student fees should be paid in accordance with the due date in the registration packet. Families wishing to establish a payment plan should contact the Business Office. The District uses USDA guidelines to determine if a student is eligible for a fee waiver. To apply for a fee waiver, please contact the Business Office at (815) 485-2169.

### **TRANSFER FROM DISTRICT 122**

The District Office should be informed as soon as possible of a plan to transfer from District 122. All books must be turned in to teachers before leaving. Transfer papers are processed through the District Office and/or building offices.

## **SPECIAL ACTIVITIES/ORGANIZATIONS**

### **DANCES (7-8)**

Faculty chaperones are present at all dances. Parents are always welcome and encouraged to visit or chaperone dances. The junior high schools subscribe to and maintain a closed campus with regard to its dance/party attendance policy. A closed campus policy means that students are allowed to attend school sponsored dances or parties only at their home school, unless otherwise designated. All school dress codes apply.

### **FIELD TRIPS**

Written permission by a parent or guardian is required for participation of students in all field trips. Return permission slips promptly or by deadline indicated in order for your child to participate. Only District 122 staff, students and designated chaperones are allowed to ride buses on school sponsored field trips. Field trips are an extension of the school day. School rules and consequences apply and any misconduct may result in not attending future trips.

### **PARENT TEACHER ORGANIZATION**

New Lenox has an active and efficient P.T.O. The organization sponsors many valuable activities for both the students and the parents. These activities have added significantly to the programs in our district. Membership information is sent home early in the school year. Parents are urged to participate in the group and may join at any time.

### **PARTIES (K-6)**

#### **Classroom**

Parties in the classroom are held to a minimum. Occasionally parents ask permission to provide simple refreshments to celebrate their child's birthday. Teachers are instructed to use the last 15 minutes of the school day for this purpose. Arrangements should be made with the child's

teacher well in advance. If possible, please **individually** wrap birthday treats to make passing them out healthy and easy. If your child is having a party, please mail invitations unless you are inviting **all** the students or **all** of one gender from the class.

### **Holiday**

Three holiday parties are to be held during the last hour of the school day in October, December, and February. This allows 15 minutes for setup, 30 minutes for the party and 15 minutes for clean up. Holiday parties will be limited to a total of 4 adult helpers including the head room parent, with the exception of Cherry Hill and Spencer Trail Schools. Due to the supervisory responsibilities, please do not bring other children to the party.

Halloween costumes: The following guidelines have been established for all buildings for safety reasons:

- A. The decision to wear costumes is to be determined by each building.
- B. In keeping with safety:
  - 1. No costumes or masks can be worn to or from school.
  - 2. Costumes must be of such a nature as to be brought in one paper bag.
  - 3. Costumes are to be put on in the classroom over regular clothing. A maximum of 10 minutes may be used to dress for the party.
  - 4. Shoes must be worn at all times.
  - 5. No look-alike weapons or dangerous accessories are allowed.
  - 6. No costumes depicting violence or that are disruptive to the learning environment are allowed.
- C. No child is required to bring or wear a costume or mask.

### **SPECIAL EDUCATION SERVICES**

The New Lenox School District provides the following services/programs (and any other specialized interventions required by law) for students beginning at age 3 who are eligible under the following:

Cognitive Disability	Deafness	Developmental Delay
Orthopedic Impairment	Deaf/Blindness	Autism
Specific Learning Disability	Emotional Disability	Multiple Disabilities
Visual Impairment	Other Health Impairment	Traumatic Brain Injury
Hearing Impairment	Speech and/or Language Impairment	

A comprehensive case study is required prior to a student receiving special education services. Special education services are provided by New Lenox School District and the Lincoln-Way Area Co-Operative. If you have any questions, or would like a copy of the Rules and Regulations set forth by the Illinois State Board of Education, please contact the New Lenox Pupil Personnel Services Director at (815) 462-2890, or the building principal at the school in which your child is enrolled. A copy of the parent rights are also available on the New Lenox District 122 web site.

### **COUNSELING AND GUIDANCE SERVICES**

The New Lenox School District offers a comprehensive program of counseling and guidance services for all students. Our counselors/social workers are prepared to assist children through the various states of physical, emotional, and social development. The main goal is to help children reach their potential and achieve the most from their educational experiences.

## SECTION 504

Students may be eligible for protection under Section 504 of the Rehabilitation Act of 1973, if they have a physical or mental impairment that substantially limits one or more major life activities; have a record of such impairment; or are regarded as having such impairment. Under Section 504, the handicapped child should receive an education that is comparable to the education provided to children who are not handicapped. To make education comparable, Section 504 plans often include classroom accommodations and modifications.

For questions regarding Section 504 eligibility, please contact the Pupil Personnel Services Department at (815) 462-2890.

## TRANSPORTATION SERVICES

The Board of Education has established a transportation policy that provides for free bus service for students living more than 1 1/2 miles from their assigned school or in a designated hazard zone. Paid transportation is available to all other students and must be contracted on a full school year basis at the established rate.

Bus stops will be located at corners whenever possible. Walking distance to bus stops will be:

1-3 Grade	no more than one block
4-6 Grade	no more than two blocks
7-8 Grade	no more than three blocks
(one block equals one tenth of a mile)	

Target student ride times on the bus are:

Kindergarten	35 minutes
1-6 Grade	40 minutes
7-8 Grade	45 minutes

Students will be transported to school from one location and from school to one location. Pick up and drop off locations must be consistent on a daily basis.

Students will ride their assigned bus only. Students are not permitted to ride a different bus except during certain emergency situations. Parents must get prior permission for such arrangements from Transportation. Students who ride the bus to school are expected to ride the bus home unless the school and transportation are notified by a parental note or phone call. The purpose of bus service is to take students to and from school. Students are not allowed to ride the bus to after school activities such as staying at a friend's house, Scouts, music lessons, etc.

School bus riders are under the supervision of the school bus driver. It is the driver's responsibility to provide for the safety of all riders. Since the school bus is viewed as an extension of the classroom, it is the student's responsibility to behave accordingly. The right to ride the bus is conditioned on a student's good behavior and observance of the rules. Misbehavior/misconduct by a student will be reported to the proper school authority for disciplinary action. Please refer to the discipline action section should you have questions.

## **RULES AND REGULATIONS FOR STUDENT RIDERS**

1. Students will board and depart the bus only at their designated bus stop or school. Students are to be at their assigned bus stop **five minutes** before the scheduled pick up time. Drivers cannot wait for tardy students. If the bus is late, students should not wait longer than 15 minutes past the scheduled pick up time before returning home.
2. All students are to go directly to their assigned seat upon boarding the bus, sit down, face forward and stay seated until reaching their destination. Students should not sit on top of their legs, feet, or personal belongings. Students are expected to sit up in their seat so that the bus driver can see them.

3. The aisles must be kept free of all items at all times. Personal belongings must be kept securely in the students' laps at all times. The rear emergency door is to be used only in the event of an actual emergency and/or in a safety drill.
4. Students crossing the road with the bus driver's assistance, must wait for the driver's signal to cross, walk out **10 feet** from the front of the bus, and upon reaching the shoulder turn back toward the bus walking along the shoulder to reach the bus. This "**10 feet in front of the bus**" is a safety cushion so that drivers do not lose sight of the smaller students and insures that all students can clearly see the driver's signal that it is safe to cross.
5. Students not crossing the road are to stand **5 feet back** and not approach the bus until it has come to a complete stop and the door has opened. When disembarking at the bus stop, students should move **5 feet** away from the bus and wait for the bus to leave the bus stop. Students who leave the bus stop at the time the bus is leaving, get lost in the "blind zones" around the perimeter of the bus and are in danger of getting hurt.
6. **Students who take medication daily at school must not bring it to school on the bus. Parents must take medication to the school and give it directly to the building secretary or nurse.**

Parents having transportation concerns should contact the Transportation Coordinator at (815) 717-3100.