

MORTON GROVE
SCHOOL DISTRICT 70

PARK VIEW SCHOOL

STUDENT HANDBOOK

2011 – 2012

Our Mission

In a positive, caring environment, the adults and children of the Morton Grove District 70 community will inspire, guide, and challenge each other to grow in mind, body and character.

PUBLICATION/DISSEMINATION OF POLICY

The school must make provisions for all parents/guardians to receive a copy of the Board of Education policies on discipline as well as the building rules and regulations at the beginning of the school year. Any student enrolling after the opening of school will receive this information at the time of enrollment.

My child/children _____ and
his/her/their family have reviewed and discussed the 2011-2012 Park View Student Handbook.

Parent/Guardian Signature

Please print child's/children's name, sign, tear off and return to school on September 9, 2011.

TABLE OF CONTENTS

(Topics listed in alphabetical order)

| <u>Topic</u> | <u>Page</u> | <u>Topic</u> | <u>Page</u> |
|-------------------------------|-------------|---|-------------|
| Absence | 4 | Lunch Periods | 5 |
| Attendance/Tardy | 4 | Medical Restrictions | 14 |
| Behavior | 9 | Medications in School | 13 |
| Bicycle Safety | 15 | Non-Academic Activities | 8 |
| Bullying | 11 | Nutritious Snack Break | 5 |
| Bus Safety & Rules | 15 | Out-of-School Parties | 5 |
| Classroom Interruptions | 5 | Personal Items | 6 |
| Communication | 5 | Physical/Dental Exams | 13 |
| Contagious Diseases | 14 | Physical Education | 8 |
| Curriculum Night & Open House | 9 | Progress Reports | 7 |
| Discipline Code | 10 | Recess | 6 |
| Due Process | 7 | Report Cards/Conferences | 7 |
| Early Dismissal Requests | 5 | Rollerblades, Scooters & Skateboards | 15 |
| Educational Assistance | 9 | School Dress Code | 12 |
| Emergency Health | 12 | School Lunch Program | 5 |
| Field Trips | 9 | Screening Services | 14 |
| Fire and Tornado Drills | 14 | Security Information | 14 |
| Head Lice | 14 | Standardized Testing | 8 |
| Health Services | 12 | Student Safety | 14 |
| Homework Policy | 7 | Technology | 6 |
| Immunizations | 13 | Telephone Use | 6 |
| Library Fines | 5 | Textbooks | 6 |
| Literature/Flyer Distribution | 6 | Truancy | 5 |
| Lockers | 6 | Vacation Policy | 7 |

MORTON GROVE SCHOOL
DISTRICT 70

STUDENT HANDBOOK

Dear Parents/Guardians and Students,

On behalf of the entire Park View faculty and staff, welcome to Morton Grove School District 70! We are proud of the excellent reputation our school and students have earned, and we all wish to continue that tradition.

The following handbook is intended to provide you with the information needed to be positive contributors and participants in the Park View learning experience. We at Park View School are committed to providing a positive, innovative and nurturing environment wherein each individual is expected to rise to new levels of academic and interpersonal success. In order to meet this goal, we all must understand and strive for the highest expectations in the areas of academic and behavioral standards.

Please read this section together as a family so that there is a clear understanding by every one of the Park View expectations. The state mandated Promotion/Retention policy is on pages 7-8. Please make sure that both you and your children understand its implications. Advancing to the next grade level is no longer a certainty unless grade level expectations are met. If you have any questions about the contents, please contact the principal. We look forward to a great year!

Sincerely,

Sue Wings
Principal

David Pump
Asst. Principal

GENERAL INFORMATION

ATTENDANCE

The day begins at 8:25 a.m. Students arriving after 8:25 a.m. are tardy. Continued tardiness will result in a consequence determined by the administration.

| | | |
|-------------------|-------------------------|----------------------|
| Grades 1 – 8 | 8:20 a.m. 3:20 p.m. | Arrival Dismissal |
| Kindergarten A.M. | 8:20 a.m. 11:20 a.m. | Arrival Dismissal |
| Kindergarten P.M. | 12:20 p.m. 3:20 p.m. | Arrival Dismissal |

Children are NOT PERMITTED TO ARRIVE BEFORE 8:10 a.m. Upon arrival, children will go to their assigned grade level meeting area. Children should not go to their classrooms before or after school unless they have a teacher’s written permission. Children are not allowed to play in Harrer Park before school arrival.

ABSENCE

Parents are required to call PARK VIEW SCHOOL 847-965-6200, ext. 201 before 8:30 a.m. to report a student’s absence. Phone calls from young adults and/or students will not be accepted. If a student is absent for more than a week, a doctor’s note may be requested for explanation.

When necessary, teachers will refer students to the school nurse. Please note that if a student is ill or has missed more than a half-day of school, he/she will not be able to participate in any after-school activity or sport on that day.

Medical and dental appointments should be scheduled for out-of-school hours. If this is not possible, a note of explanation from the parent should be brought to school the day before the child is to be absent.

TRUANCY

Truancy is an absence from school or classes without valid cause during a school day or portion thereof. Violations will result in contact with both parents and the Cook County Truant Officer who will follow up the case and may bring subsequent court action and may result in suspension and referral to the superintendent for further disciplinary action by the Board of Education.

REQUESTS FOR EARLY DISMISSAL

Children may be released from school only by the principal or designee of the principal. To provide maximum safety for children, teachers have been instructed neither to excuse any child without a written request from his /her parents nor to permit any child to leave the school or playground with any unidentified person. Adults who pick up children during the school day may be asked for identification. If an emergency situation should arise, the school will cooperate fully. **CHILDREN MAY ONLY BE PICKED UP FOR EARLY DISMISSAL AT THE OFFICE.**

CLASSROOM INTERRUPTIONS

In order to avoid unnecessary classroom disruptions, the following procedures have been developed:

- All contact with students and teachers must be made through the office.
- Parents and/or visitors should enter at the main door by the office, register with office personnel and wear a yellow identification sticker while in the building.

COMMUNICATION BETWEEN PARENTS AND TEACHERS

To ensure a successful school experience, strong communication between parents and teachers is vital. If there is a question or problem, contact your child's teacher first. If the issue cannot be resolved, the next step would be to contact the principal, and then the final avenue for resolution is the superintendent. Park View has a homepage www.parkview70.net that may provide you with information regarding teachers' phone extensions, activities and general information. Teachers may also be reached through their email addresses: first

letter of first name and entire last name @parkview.k12.il.us. Please note that the best form of communication, especially for issues of importance, is the telephone. All teachers have voice mail where a message may be left.

OUT-OF-SCHOOL PARTIES

No invitations for home parties outside of school will be distributed during school hours.

NUTRITIOUS SNACK BREAK

A quick, healthy snack break for students is built into the daily schedule. Typically, time is taken daily to allow students and teachers an opportunity for a nutritious snack: fruit, vegetables, yogurt, cheese and crackers or pretzels. Students are not permitted to be eating outside of their classroom or the cafeteria.

SCHOOL LUNCH PROGRAM

Park View offers a hot lunch program. Parents are asked to review the monthly menus and plan accordingly. Please note that dropping off meals from fast food restaurants is **NOT PERMITTED**.

Students use a debit card system for lunch tickets, which is coded with their student ID number. Students are able to purchase lunch and snacks on a daily basis, and when a student's account nears a zero balance, the student is informed and parents are notified by phone so that additional money may be placed on the account. Students are required to fill out an IOU slip in the office and call home when their account is less than the price of lunch, and snacks cannot be purchased with an IOU. Lunch money may be added to students' accounts each morning after 8:00 a.m.

LUNCH PERIODS

| | |
|---------------|---------------|
| Grades 6-8 | 11:22 – 11:57 |
| Grades 1-2, 4 | 12:05 – 12:55 |
| Grades 3&5 | 12:35 – 1:25 |

LIBRARY FINES

Books from the school library are loaned for a period of two weeks to students in grades 4-8 and one week to students in grades K-3. There are no fines for overdue books. However, if a child loses or damages a book, he/she will be billed for that book. Quarterly report cards and/or registration packets may not be issued unless all books are returned or paid for in full.

LOCKERS

Each 6th, 7th & 8th grade student is assigned a locker in which to keep his/her personal belongings. These students are also provided with a small locker for PE as well. They should keep these lockers locked and clean at all times. This prohibits the keeping of any open food or drink. Homeroom teachers will conduct locker inspections and cleanouts on occasion, and pupils should be fully aware that the administration reserves the right to inspect lockers at anytime with or without permission or in the presence of students. Backpacks are to be stored in the lockers and not carried to class. Decoration of lockers is not permitted on the outside door at any time.

PERSONAL ITEMS

Personal items that are not necessary for the education, health or well-being of the student are not permitted during school hours and are required to be kept out of sight. Such items include cell phones, game boys, electronic devices, toys, electronic readers, trading cards, excessive money and musical devices. Cell phones must remain out of sight and be turned off. Make-up and/or perfume and cologne should not be brought to or applied in school. These items interfere with the education process and will be kept by school personnel until a parent arrives to retrieve them. The school cannot be responsible for any lost or stolen items. (See discipline code)

RECESS

Recess periods are supervised each day. Appropriate dress is required. A child well enough to attend school can participate in fresh air activities. If a physical condition precludes a student participating in this activity, a doctor's statement/medical note to this effect is required. Please note that in cold, snowy weather, boots and snow pants are to be worn if students wish to play in the snow.

TELEPHONE USE

Students may not be excused from class to make personal phone calls without the permission of a teacher or principal. Office personnel handle incoming emergency calls, and teachers or students are not immediately notified except in emergencies. School phones are not for **students' use unless it is school-related** and a

teacher, principal or office personnel give permission.

TECHNOLOGY

Technology users are expected to follow the guidelines outlined in the District's Acceptable Use Policy. These include Internet use as well as rules of network etiquette and copyright ethics, when involving software utilization. Any user who does not comply with the policy rules will lose technology privileges for a period of not less than one week. Repeated or severe infractions of the policies and guidelines may result in termination of technology privileges permanently. In addition, students may also qualify for appropriate disciplinary action.

TEXTBOOKS

The teacher in charge of each class issues textbooks. Students are expected to cover all textbooks and exercise care of the books that are issued to them. Since books are the property of the School District, students will be held responsible for any loss or damage.

LITERATURE/FLYER DISTRIBUTION

The buildings and school facilities operated by the Board of Education of Morton Grove School District No. 70 are not public forums during school days and at other times when in use for purposes related to the educational mission of the District.

It is the policy of Morton Grove School District No. 70 to permit non-profit community groups to distribute materials consistent with the educational purposes and values espoused by District 70, which publicize community services, special events and activities for or of interest to school-aged children and which are available to them on a non-discriminatory basis, subject to reasonable time, place and manner restrictions. Non-school-related community groups must request permission from the principal to (1) display literature on a designated bulletin board, (2) have literature available in a designated area, or (3) have literature distributed to students by the school.

The school administration is authorized to issue procedures to implement this policy, and to modify the procedures from time to time. Any violation of this policy will result in the collection/recall of all materials distributed.

DUE PROCESS

Students shall be afforded due process of any case of suspension. Prior to suspension, the principal shall give the accused student: (1) an oral or written notice of the charges against him/her, (2) an explanation of the evidence supporting the charges if denied by the student, and (3) an opportunity for the student to present his/her side of the story.

Upon request of the parents or guardian, the School Board or a hearing officer appointed by it shall review the suspension. At the hearing review, parents have the right to representation, a right to present evidence and to cross-examine or dispute the school district's evidence. If the Board appoints a hearing officer, he/she shall provide a written summary of the evidence heard at the meeting. The Board may then take such action as it finds appropriate.

ACADEMIC STANDARDS

HOMEWORK POLICY

Homework is an integral part of a Park View student's academic responsibilities because it reinforces classroom learning. Teachers will avail themselves to students seeking assistance, but prompt completion of assignments is expected. Homework must be handed in at the specific time it is due. Students may not receive credit for work left in lockers, incomplete work, or work left at home. Late work will be accepted for full credit only when it is received after an excused absence.

Homework Hall is also available for students in Grades 6-8, where they can complete work under the guidance of an adult. Parents will be contacted by their child and are responsible to arrange transportation.

MAKE-UP WORK

Students may be asked to make up work missed due to absences. Upon their return to school, it is **the student's responsibility** to talk with his/her teachers at an appropriate time. A parent/guardian may request make-up work. This work may be picked up at the office after 3:30 p.m.

VACATION POLICY

Parents are asked to refrain from planning vacations during scheduled school days. Vacations taken during this time can interfere with the progress in school. Parents who find they must take their child from school should notify the main office and student's teachers in advance, but must recognize that it is a non-excused absence. Teachers are not required, nor should they be expected, to provide work for the student if on vacation.

Students who are out of school more than two weeks in duration will be considered to have withdrawn from our school, and will have to re-enroll upon returning.

REPORT CARDS & CONFERENCES

Report cards for children in grades 1-8 are given four times a year approximately every nine weeks. Children in kindergarten receive report cards twice a year. In addition, conferences are scheduled to supplement the written reports.

An "Incomplete" is given only if illness or emergency has prevented a student from completing assignments. An incomplete **becomes an "F" two weeks** from the end of the quarter if the student has not completed the missing assignments.

PROGRESS REPORTS

Progress reports will be issued to students at mid-quarter to inform parents of students' academic standings. Progress for children in grades 5-8 may be monitored at any time through the PowerSchool portal link on our website. Parents will sign and return the form with the student(s) the following day of school to acknowledge receipt of the progress report.

PROMOTION/RETENTION POLICY

Students shall be placed at the grade level best suited to their academic, social and emotional needs. The educational program is planned so that students will normally progress annually from grade to grade. The determination of a student's promotion is a continuous process, and parents are informed of their child's educational progress, or lack thereof, on a regular basis.

A first grade through fifth grade student who does not acquire the significant concepts of their grade level curriculum will be considered for retention at a meeting of the child's teachers, administrators and parents.

A sixth through eighth grade student will be required to earn a "D" average or better in each of the core curricular subjects (literature, English, math, science, social studies, and Spanish) throughout the four quarters. Students who fail to earn such an average will be retained or required to attend and pass an approved summer school program within that subject before being promoted to the next grade level (or being promoted to high school in the case of an eighth grader). Failing grades on the fourth quarter report card for all 8th graders will result in denial of participation at the dinner/dance.

PHYSICAL EDUCATION

Physical Education is provided daily for children in grades 1-8. Kindergarten children have physical education twice a week. Children in kindergarten through fifth grade are not required to purchase special gym clothing. Children are requested to have gym shoes, which are to be left at school and used for PE class. No street shoes will be permitted. Girls are required to wear shorts under their skirts and dresses. Children in grades 6-8 are required to purchase and wear special gym clothing. Gym shirts and shorts are available for purchase through the school. Wearing jewelry during gym class is strictly prohibited because it can cause serious injury.

CURRICULUM NIGHT & OPEN HOUSE

Curriculum Night: Each fall, curriculum meetings are held for grades K-8. Parents are encouraged to attend these evening meetings in order to become acquainted with their child's teacher and to become familiar with the curriculum and expectations for that grade level.

Open House: Each spring, an open house is held for grades K-8. Families and community members are invited to visit classrooms and observe programs offered at Park View.

STANDARDIZED TESTING

Both group achievement and aptitude tests are administered each school year to assess

programs and give more information about students. The Measure of Academic Progress (MAP) is given to all students in grades 2-8. Students will be tested twice a year (Fall and Spring). During the months of March and/or April, the Illinois Standards Achievement Test (ISAT) is administered to students in grades 3-8. Identified students may also be given the ACCESS test for language proficiency in January or February.

Eighth grade students are also required to take the EXPLORE TEST in order to attend Niles Township High Schools. These tests are usually given in mid-November. Results are commonly available in January, which are then used to assist in their registration.

NON-ACADEMIC ACTIVITIES

Students are encouraged to become involved in activities of Park View School. Activities include, but are not limited to:

- **Student Council** – Student Council is made up of one elected member and an alternate from each homeroom. Candidates should demonstrate high standards of personal student conduct and be in good academic standing. The officers are President, Vice-President, Secretary and Treasurer. The Student Council has as its purpose the promotion of the general welfare and the stimulation of school spirit and loyalty.
- **Science Olympiad** – 6th, 7th, & 8th grade students may participate on this science team at the regional, state and possibly national levels.
- **Patrol** – The Park View Patrol Program encourages leadership in 6th-8th grade students as they assist their schoolmates to arrive safely at home or school. Patrols are organized at the beginning of the school year for the buses and for morning (before) school duty upon student arrival (8:10 a.m.).
- **Cheerleading** – Tryouts and selection of cheerleaders are held in the fall for eighth grade students (See the "Eligibility Agreement Form" at the end of this handbook).

- Interscholastic Sports – Park View belongs to the Niles Township Little Nine Conference. Every 6th, 7th, and 8th grade student will have the opportunity to tryout for our interscholastic teams. Attendance at Varsity games is open to all students and parents. Students are not to be unsupervised while at any of the Park View home games. Junior Varsity and 6th grade basketball games are reserved for family members only. An “Eligibility Agreement Form” will be distributed by coaches.
- Battle of the Books – Students in grades 4-6 compete at one level, and students in grades 7-8 compete at another level. Students involved in this club are responsible for reading selected books and then competing (in the area of comprehension) against other schools that have also read the selected books.

Students who participate in these activities and their parents may be asked to sign an eligibility statement. As part of the eligibility agreement, students must maintain a “C” average to participate. In addition, students must be in good behavioral standing and cannot have earned a suspension. Additional information is located in the “Eligibility Agreement Form”.

EDUCATIONAL ASSISTANCE

We believe that all children can learn and that the entire staff is responsible to meet the learning needs of all students. An effective educational environment fosters collaborative assistance and implementation of a systematic problem-solving approach. When a child experiences academic, behavioral or social difficulty in school, various levels of assistance are readily available. Teachers, administrators and support staff continually work together to help each child progress as much as possible.

To that end, the problem-solving, team-based system, entitled Flexible Service Delivery Team, is used to integrate assessment and intervention activities by utilizing the resources of all educational personnel within the district to ensure that all students receive the services they need when they need them, from whomever can

provide them effectively and efficiently, and at the level they are actually needed.

Therefore, at times, it may be helpful and necessary to have school personnel assess a student’s learning strengths and weaknesses, including observing in the classroom or administering individualized assessments. There is no need to obtain consent for educational assessment that is routinely conducted within the regular education program. This information can lead to early intervention and possible prevention of more substantial assistance.

Since parents are important partners in the educational process, they are informed at every stage as well as asked to participate as a helpful team member. All efforts will be made to provide the most assistance to students as quickly as possible.

FIELD TRIPS

Parents are notified of all field trip locations, times, methods of transportation, etc. A permission slip, signed by the parent, is necessary for field trip participation. The administration may place a restriction upon a student’s participation in an out-of-school activity when, in the staff’s judgment, it is not in the best interest of the student to participate in the activity. All students attending field trips need to have an updated emergency form on file in the front office. For insurance reasons, parents accompanying a class on a field trip are also not allowed to bring younger siblings.

BEHAVIOR

Students at Park View are expected to behave in a manner that reflects a positive attitude toward learning and a respect for the rights and property of others. High standards of behavior are an essential part of a productive learning environment.

Acceptable behavior does not interfere with: (a) a student’s own learning, (b) the right of other students to learn, and (c) the right and obligation of teachers to instruct the class.

Student behavior in all areas should not interfere with the rights of other students to move around the building in a comfortable, orderly, safe and

secure atmosphere, free from the abuse of other students.

Appropriate actions will be employed to encourage proper behavior and to discourage improper behavior. It is each student's responsibility to behave in a manner that supports a positive learning environment, as well as accept ownership for his/her actions.

DISCIPLINE CODE

In order to maintain a safe, orderly, non-disruptive environment that is conducive to learning, there are certain behaviors which are deemed unacceptable by the school community. These behaviors have different consequences associated with them, depending on the seriousness of the infraction and the developmental stage of the child. Any conduct in school or any school related function which is detrimental to the good name of Park View School, as well as the student, is cause for a review.

Behaviors affecting classroom and/or school decorum (but not limited to) which may result in a citation, detention, referral or suspension. Parents may be contacted.

- Gum chewing
- Dishonesty in all forms (including lying, cheating, plagiarism)
- Disrespectful behavior towards teachers, substitutes, aides, other adults or students
- Disruption of class
- Endangering the safety of self or others
- Fighting
- Gambling
- Inappropriate language (written or verbal)
- Inappropriate physical contact and/or displays of affections
- Intimidation in all forms (including bullying in any form, threats, slander)
- Leaving or re-entering school grounds/boundaries without permission
- Homework negligence (homework hall)
- Non-compliance with school policies (tardiness, ignoring safety rules, chewing gum)

- Possession or circulation of pornographic material
- Misuse of electronic devices (computers, Internet, iPod, cell phone)
- Defacing and/or misusing school property
- Repetition of less serious offense
- Talking in class at inappropriate times
- Truancy
- Unauthorized exchange of money or goods
- Inappropriate dress

Behaviors that may result in referral, suspension or expulsion. Parents will be contacted.

- Repetition or extreme cases of the above listed serious offenses
- Involvement in gang activity or drawing/displaying gang symbols
- Any behavior construed as sexual harassment or indecent exposure
- Intimidation in all forms (includes bullying, threats, slander, weapon use)
- Possession/use of any weapon
- Theft/destruction of property
- Threats to use a firearm or any other weapon against another person
 - Improper release of a school fire alarm or tampering with fire extinguishers;
 - Starting, or any attempt to start, a fire on school property;
 - Setting off, or any attempt to set off, explosive devices on school property; or
 - Possession, use or display of any firearm, knife, or weapon-like toy, disabling spray or any object reasonably considered to be a weapon;
- Possession, use, distribution or promotion of drug use, or any attempt to use or distribute any illegal or controlled substance or look-alike substance, including tobacco, alcohol and drugs by students or employees on school premises or as part of any of its activities. Compliance with this standard is

mandatory by law (Drug Free Schools and Communities Act);

- Violation of any public law while under the jurisdiction of the school
- Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket and all similar electronic paging devices and laser pointers.
- Cell phones need to be turned off upon entering the building and kept out of sight, preferably in the student's locker, while school is in session. Any phones that are "out" during school hours will be confiscated and turned over to the school administration.
- Use of a reading tablet (Nook, Kindle, IPAD) is allowed, however it must be disconnected from the internet. Frequent violators will not be allowed to continue use of such device.

These lists are not exclusive, but examples of inappropriate conduct. Restitution will be required in cases of destruction of property. Legal authorities will be contacted when required and appropriate.

BULLYING

Bullying is a pattern of intentional or deliberately hurtful behavior that occurs repeatedly. Bullying behaviors normally fall into three categories: physical, visual, and verbal. These may include, but are not limited to: intimidation, oral/written threats, teasing, put downs, name calling, threatening looks, gestures or actions, rumors, false accusations, social isolation or exclusion, cyber bullying (including but not limited to the use of the Internet, cell phone, or any digital device). Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school function, or in a school vehicle. Anyone witnessing any bullying should report the incident to school authority.

SCOPE OF DISCIPLINARY CONSEQUENCES

Grounds for disciplinary action apply whenever students' conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function, or event.

In each case where a formal disciplinary detention or referral is made, a form will be completed and kept in the discipline file in the office. Disciplinary consequences may include, but are not limited to, the following and a flow chart is available on page 16:

LEVEL 1: CITATION SLIPS

Citation slips are issues for minor infractions such as: chewing gum or eating candy in class, forgetting materials for class, etc. These infractions are noted on the slip which the student is asked to sign and acknowledge. An accumulation of three citations per grading period results in a detention, at which point the three citation dates are listed on the detention form for the parent to see and sign.

LEVEL 2: DETENTION

A detention is a written notice, sent home, that the student has violated behavior expectations. Any student receiving a detention will bring home a detention notice for parent signature. The notice must be returned the following school day. Detentions are served on Tuesday and Thursday afternoons, from 3:25-4:25 pm where the student will work on an appropriate reflection assignment. Arrival to detention duty after the starting time will result in the student serving the detention the following session. The student will stay supervised in the detention room until 4:30 pm. Three detentions in a year will result in a referral.

LEVEL 3: REFERRAL

A referral is a three-hour detention served on the 1st Saturday of each month from 8-11 am. Any infraction following three detentions warrants a referral that is scheduled by the assistant principal. The student will be given appropriate work to do for a three hour time period the scheduled Saturday. Student and parent are notified of the date and time in writing.

LEVEL 4: SUSPENSION

In School – A student who is involved in severe misconduct or repeated disobedience may be assigned an in-school suspension. The student will have the right to complete work for credit but will be excluded from extracurricular activities for two weeks and may be excluded from particular class trips.

Out-Of-School – A student who is involved in heinous or malicious misconduct will be excluded from school for a specified period, usually one or two days with a maximum of ten (10) consecutive days. He/she may also be excluded from extracurricular activities for a period of one month. Credit will not be given for any schoolwork missed, and a parent conference may be required before the student is allowed to return to school.

Expulsion: A pupil may be expelled from school when guilty of extreme disobedience or misconduct. The possession or use of any weapon or reasonable facsimile will require an automatic suspension or expulsion. The student must also make an effort to bring his/her behavior in line with appropriate behavioral expectations or risk exclusion from all school related activities including promotional exercises.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs, alcohol, tobacco, or weapons brought onto school buses or school property with or without the permission or presence of students. If a student is found to be in possession of tobacco, he/she is also in violation of Morton Grove's Municipal Ordinance 96-5.

SCHOOL DRESS CODE

An individual's dress cannot be offensive, obscene or disruptive to the educational process nor pose a danger to any student's health and safety.

The following is a list of inappropriate or unacceptable attire for all grade level students:

- Clothing articles with suggestive or inappropriate writing or pictures; advertisements for drugs, alcohol, cigarettes, or tobacco; gang symbols, or support for violence and/or hatred;

- Short shorts (shorts should not be shorter than fingertip length when arms are extended by the side), short skirts or shorts that are too tight, spandex or lycra bicycle-style shorts, halter tops, tube tops, pants or tops which expose bare midriffs (especially when arms are raised), tank tops or sundresses (straps need to be at least 1" thick), muscle shirts, sheer tops, or anything that have large sleeveless openings, reveal undergarments, or are too revealing;
- Shoes with removable wheels may not be worn at any time during the school day.
- Torn or frayed clothing, including cut-offs;
- Shoes that do not stay securely on feet, including rubber beach shoes, thonged flip-flops, or shoes with metal cleats;
- Hats and/or bandanas, wallet chains, key or belt chains;
- Clothes that reveal an area of skin that would be distracting to the learning process.

Overall, clothing with questionable sayings or references to sexual activity, violence, profanity, or racial context is not permitted. The school will make final judgments as to what is considered questionable. If a student is determined to be wearing clothing of unacceptable nature, the student will be asked to change into his/her PE clothes, turn the offensive clothing inside out or call home for an alternate article of clothing.

HEALTH & SAFETY

HEALTH SERVICES

Parents have the primary responsibility for the health of their children. During school hours, a registered nurse is on duty to handle medical emergencies that may arise and to do wellness health teaching in the classrooms.

EMERGENCY HEALTH INFORMATION

Emergency forms must be on file at school and kept current. Information that would help the

nurse or principal contact parents, or person designated by the parent in case of an emergency, must be listed.

In the event of illness or injury during school hours, the parent or designated person will be notified as soon as possible and may be asked to take their child home. Children will not be released to other relatives or friends without specific authorization from the parent/guardian.

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and/or to the school nurse.

PHYSICAL/DENTAL EXAMINATIONS

Recent physical and vision examinations are required for entrance into Kindergarten and Sixth grade. Dental examinations are required for students entering Kindergarten, 2nd and 6th grades. Children entering Kindergarten from a child development program or from a nursery school must submit a recent physical examination, proof of up-to-date immunizations and a blood lead test or screening.

Any student new to the district, regardless of age, must show proof of physical and dental examinations, as well as up-to-date immunizations. Physical and dental examination forms are available in the office. The date of the physical examination and doctor's signature and stamp must be recorded on the form.

In addition, any student trying out for an interscholastic team or cheerleading must have a separate athletic physical examination form on record with the school PRIOR to tryouts.

IMMUNIZATIONS

Immunizations are an integral part of the physical examination. The month, day and year of each immunization needs to be recorded by the physician. In accordance with State of Illinois, the following immunizations will be required:

Oral Polio/IPV: Three or more doses of IPV and/or OPV with the last dose qualifying as a

booster and received on or after the fourth birthday.

DTP/DtaP or TD: Four or more doses of DTP/DtaP or TD with the last dose qualifying as a booster and received on or after the fourth birthday

Measles, Mumps, Rubella Vaccine (MMR): The first dose is given on or after the first birthday. A second dose of the Measles Vaccine only must be received before entering school. It can be given one month after the first dose.

The Hepatitis B (Hep B): Three doses of Hep B. Students are not required to receive a third dose if they received two doses of adult formulation Recombivax-HB vaccine between the ages of 11 and 15.

Chickenpox (Varicella): Two doses.

If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the performance of the health examinations shall note that fact on the physical examination form. If the series has not been completed, the physician should note when it will occur in order to ensure compliance with the law. Parents objecting to physical examinations and/or immunizations on religious grounds must submit a signed statement detailing the grounds for objection.

The Cook County Department of Public Health conducts immunization clinics each month in various areas of Cook County. For additional information, contact the North District Office at 847-818-2860.

MEDICATIONS IN SCHOOL

If medication must be administered during school hours, written orders are to be provided to the school from the physician detailing the name of the drug, the dosage, and the time it is to be given. These physician orders are to be renewed at the start of the school year with a new prescription form and new pharmacy container. Medication must be brought to the school in a container appropriately labeled by the pharmacy. The container should hold only the number of doses needed in school and must be kept in the nurse's office. Only those medications needed during school hours will be

given unless the physician directs otherwise. No over-the-counter drugs (i.e., aspirin, cold medicine, Dimetapp lollipops, Tylenol) will be taken by a student or administered by school personnel without a physician's order and parent's signature. For the safety of all, do not send medicine or inhalers with your child. Please contact the nurse to arrange this.

CONTAGIOUS DISEASES

Parents are requested to call the school nurse immediately to report the diagnosis of a contagious disease. These include, but are not limited to: meningitis, hepatitis, chickenpox, scarlet fever, strep throat, impetigo and infectious mononucleosis. A doctor's release is necessary for children to be readmitted to school following hospitalization/surgery, hepatitis, measles, mumps, rubella, chickenpox, pink eye and mono. A doctor's release will be required for other illnesses at the discretion of the school nurse.

A child who exhibits signs of an acute respiratory infection or strep throat (difficulty breathing, enlarged tonsils and/or a low grade fever) will be sent home. Any child that vomits or has an elevated temperature over 99.7 degrees will also be sent home. Students with a temperature of 99.7 or higher need to remain at home until the child has been fever free for twenty-four hours.

If the child returns to school before this time, he/she will be sent home. A child who has had a Strep culture should be kept home until the results are received. A child with a positive culture should be on antibiotics for a full 24 hours and have a physician's note to return.

SCREENING SERVICES

Vision and hearing screenings are among the services provided by the school nurse. If a problem is found in any of these areas, the parents will be notified.

HEAD LICE

Head checks are performed three times a year. These usually occur within the first two days of the start of the school year and following winter and spring breaks. If a child is infested, a parent or guardian must pick up the child immediately. The child is excluded from school until effective treatment has been administered and no lice or nits are found. Parents should inform the school

if any of their children have head lice so their child's class can be inspected.

MEDICAL RESTRICTION IN PHYSICAL EDUCATION AND RECESS

Students will be excused from physical education, and/or outdoor recess for one day subsequent to an illness upon written request of a parent. If a student will miss physical education for more than one day, a physician's statement is required as to the nature of the student's problem, the time period during which the student is to be excused, and the specific kinds of activity to be avoided. These requests must be in writing. Limitations or excusals from physical education will be reviewed on an as needs basis. **A doctor's note is needed for a student with a fractured bone to resume recess or gym.**

STUDENT SAFETY

It is the concern of both home and school that children develop and practice habits of safe living. A crossing guard hired by the village is available to cross children at Lake and Austin. Students should walk on the sidewalk, stay out of the street, keep off lawns, and cross at a supervised corner.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held periodically throughout the year. These drills are specifically designed to teach students the appropriate behavior in a disaster situation. The children are given instructions as to the proper procedure for each condition.

EMERGENCY SCHOOL CLOSING

There are times when it is necessary to close the school due to adverse weather conditions. If the school is not in session when the decision is made to close the school, announcements will be made on local radio and television stations. Park View's Alert Now calling system will also be activated. If possible, the information will also be placed on the district website.

SECURITY INFORMATION

Once students enter the building in the morning, all doors are locked. Students and parents are not to knock on locked doors and expect to enter. At the main entrance and the Superintendent's entrance, there will be a security camera and a

buzzer system to allow people to enter. Students who arrive late must check-in at the front office. Parents and/or visitors who come to the building during the school day are expected to sign in and wear a visitor's badge.

BICYCLE SAFETY

Children in grades 3-8 may ride their bikes to school and park and lock them in the bike racks located outside on the east side of the building. Bicycle riders must walk their bicycles on school property using the sidewalk on the west side of the parking lot along the building. We urge all students to use the safest route to school and to be acquainted with bicycle safety rules. The use of helmets is recommended at all times.

ROLLERBLADES, SCOOTERS & SKATEBOARDS

For safety reasons, only 7th & 8th grade students are allowed to rollerblade to and from school. The use of helmets and other safety equipment is highly recommended. Skateboards and scooters are not allowed at school for any grade level.

BUS SAFETY

Bus privileges will be taken away from any student who endangers the safety of other passengers or is not considerate of their rights. This includes loud talking, laughing, singing, playing, or any other behavior that could divert the bus driver's attention. No inappropriate physical contact is permitted on the bus (no hitting, pinching, scratching, kicking, etc.), and students may never leave their seats while the bus is in motion.

All students are expected to ride their assigned bus number that they receive at the beginning of the year. If a student is to ride home on a different bus, it will be expected that a note be sent to school with the student on that day.

No child will be able to ride a different bus traveling to and from school that is not his/her assigned bus without permission.

Student patrols are assigned to each bus. While they are not responsible for the safety of the children, they are authorized to report any misbehavior to the principals. The following

consequences may then be applied to students who do not follow bus rules:

*1st Offense: The student has a conference with the principal who then notifies the parent of the offense in writing.

*2nd Offense: The student has a conference with the principal who then notifies the parent of the offense and consequence in writing. The student will not be allowed to ride the school bus for 3 school days.

*3rd Offense: The student has a conference with the principal who then notifies the parent of the offense and consequence in writing. The student will not be allowed to ride the school bus for 5 days. The principal will call the parent to schedule a conference to determine the consequence for the 4th offense, which may result in not being allowed to ride the school bus for the remainder of the school year.

SCHOOL BUS SAFETY RULES

On the way to the bus:

- Be alert, and arrive at your stop at least five minutes early;
- Always obey all traffic lights and signals and always cross at crosswalks and intersections, looking both ways before leaving the curb;
- Plan to walk with schoolmates whenever possible, facing the traffic.

At the bus stop:

- Stand back from the curb, never crawl under the bus, don't push or shove when entering and exiting, and always use the steps and hand rail;
- Always obey the bus driver, wait for the driver's signal before crossing, and walk at least 10 feet in front of the school bus.

When riding the bus:

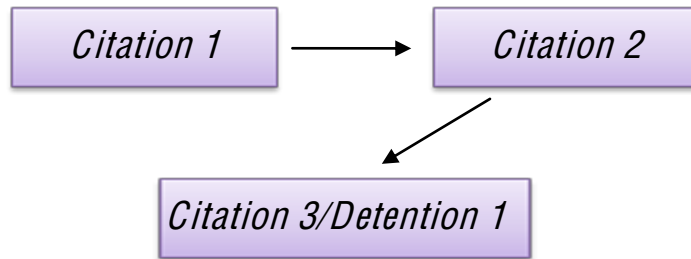
- Take a seat quietly and quickly and remain seated when the bus is moving;
- Keep your feet on the floor and never ever extend your hands, arms, head or any other object out the window;
- Talk in a conversational tone, be courteous to the driver and schoolmates, and try not to distract the driver through misbehavior.

5th-8th Grade Park View Consequences Flow Chart

"3 Strikes you are out" rule applies.

Level I

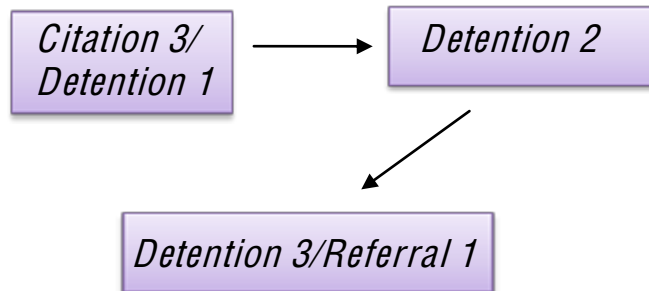
Citation (a warning slip given to student by a staff member, signed by student)



*3rd Citation of any consequence becomes a "Detention."

Level II

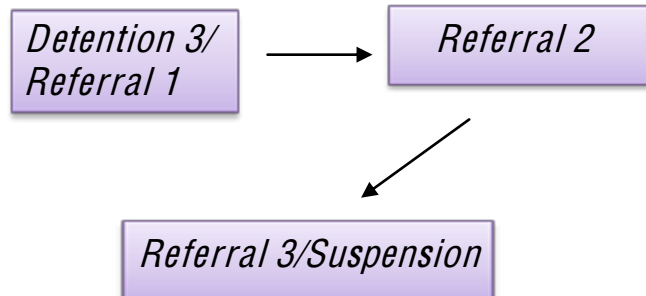
Detention (Parent Notified-Served Tuesday or Thursday after school from 3:30-4:30 for 1 hour)



*3rd Detention of any consequence becomes a "Referral."

Level III

Referral (Served on a designated Saturday each month from 8:00-11:00am). If student cannot make it he/she still must do the time. Parent must call to reschedule.



*3rd Referral of any consequence becomes a "suspension."

Level IV



Based on the decision of Administration

Based on the decision of the School Board