

KOMAREK SCHOOL - DISTRICT 94
Student and Parent Handbook
Guidelines for the 2021-2022 School Year

NOTE: The entire Board Policy Manual can be accessed at www.komarekschool.org

**Procedures and guidelines may need to be modified due to COVID-19 and recommendations set forth by the CDC and IDPH.*

Dear Komarek Students and Families:

We are thrilled to welcome you back for the 2021-2022 school year. Our staff is excited and looking forward to helping you learn and grow. We encourage you to get involved in clubs, sports and/or activities that interest you.

We ask that you read this handbook in its entirety to ensure that you understand the policies and rules of Komarek School. If there are any questions, please feel free to reach out to a member of the Komarek staff.

We are looking forward to a great school year!

Sincerely,

Diane Michelini
Principal

KOMAREK SCHOOL MISSION STATEMENT

The mission of Komarek School District 94 is to educate students holistically and provide them with a stimulating learning environment to achieve academic and personal excellence to become productive and respectful citizens of a diverse society.

STUDENT ABSENCE, TRUANCY & TARDY

Article 26 of the School Code of Illinois requires children between the ages of 6 years and 17 years to attend school.

When a child is absent from school, the parent/guardian must call school before 8:45 AM on that day to report the absence. The attendance line phone number is 447-8030 option #2. This call cannot be made by the student, friend, relative, or a sibling. Contact must be made by the custodial parent or guardian. Pursuant to the School Code, when a child in kindergarten to grade 8 is absent from school without valid cause or notice from a parent or guardian, a school representative will, within 2 hours after the first class in which the child is enrolled, attempt to telephone and notify the child's parent or guardian of such absence. This procedure will be put in effect if no call is received from the parent/guardian.

If an absence due to illness or family emergency is known in advance, a note from the parent/guardian to the principal's office stating the date(s) of the absences(s) will suffice. Parents are also encouraged to notify the child's homeroom teacher in writing of any extended absence from school.

SCHOOL WORK MISSED DURING ABSENCE DUE TO ILLNESS, FAMILY EMERGENCIES, AND VACATIONS DURING THE SCHOOL YEAR

SCHOOL TIME MISSED DUE TO ILLNESS:

Parents/Guardians must notify school by 8:45 AM if a child is going to be absent due to illness.

If your child is sick with a fever or vomiting, the child must be fever free or have stopped vomiting for 24 hours before returning to school. This also applies if your child was sent home due to such illnesses.

If you wish to get the day's school work for your child, the request must be made to the school secretary before 9:00 AM. Requests will not be honored after that time. The work

will be compiled and available in the principal's office after 3:15 PM only. Parents should not go to individual teachers to request school work. Parents of junior high students may request work on the **second day** of the absence and beyond only. Any school work that is requested must be completed. A student has one day to complete the work for every day absent. Work not completed will be given a failing grade of zero. If school work is not requested, the student will still be responsible for mastering the concepts covered during his/her absence.

Students will not be allowed to participate in any after school activities the day of an absence.

If you **must** take your child(ren) out of school for a family vacation, please note the following:

- Send a notification to your child's teachers as well as the principal's office.
- **No school work will be given before a child leaves for vacation.** Work will be compiled while the student is gone and given to the child upon his/her return. For grades 6-8, please see the grading policy on making up work.

KOMAREK SCHOOL DISTRICT 94 STRONGLY DISCOURAGES PARENTS FROM REMOVING STUDENTS FROM SCHOOL FOR A VACATION DURING THE SCHOOL YEAR.

Tardy (late for school):

The school day begins at 8:13 AM. Students arriving after this time are considered tardy. **It is a parent's/guardian's responsibility to make sure that the child will arrive on time for school.**

ARRIVALS AND DEPARTURES

Because the students' safety is our utmost concern, certain guidelines will be enforced regarding the arrival and departure of students and the security of the school building. Students and parents can help by carefully reading and observing these rules.

Students are not allowed to leave the school grounds. Students leaving school grounds during the school day must be signed out by an adult entrusted with the child's care. The sign out procedure is carried out in the principal's office. Any student leaving the grounds without permission will be subject to disciplinary action.

Children should not arrive on school grounds before 8:00 AM. Supervision is not available prior to this time. During inclement weather, students are allowed into the school building at 8:00 AM.

Students who leave for early dismissal will not be called from class until the parent or guardian has signed them out in the school office.

VISITING THE SCHOOL

Procedures for visiting Komarek School are as follows:

- After the children have entered the building, all outside doors are locked. Visitors are then required to check-in at the office.
- Anyone intending to walk anywhere in the school building must obtain a visitor's pass from the office. This badge must be visible the entire time the visitor is in the building.

- Parents, relatives and authorized friends who come to school to take a child out for illness, doctor's appointment, etc. must do so at the principal's office only. The child must be signed-out before being allowed to leave. When the child arrives back at school he/she must be checked in to the principal's office by an adult.
- Parents, relatives, and friends who drop off books, lunches, etc. for a child must do so at the principal's office. Non-school personnel are not allowed to go into the hallways or classrooms once the school day has begun. Violation of this may result in arrest and prosecution of the offender.
- Once the school day has begun, the playground is considered an extension of the classroom. During outside P.E. or other outside classroom activities, parents/siblings are not permitted to approach students while participating in classroom activities. Parents will be asked to leave the grounds while outside activities are taking place on the playground.

DRESS CODE

Students are expected to dress appropriately for the educational environment at Komarek:

- Students are required to be clothed with an opaque material from shoulder to mid-thigh.
- Shorts and skirts/dresses must be mid-thigh or longer.
- Shirts shall cover midriff, and not have scooped tops.
- Clothing must completely conceal all undergarments.
- Students should be dressed for the season, as they may be outdoors for PE or recess.
- Footwear is required at all times in order to comply with Health Code regulations. For safety reasons, all footwear must have backs attached. Athletic shoes are to be worn during physical education classes.
- Roller shoes are prohibited.
- No recreational/fashion head coverings (e.g. hats, doo rags, hoodies, etc.) may be worn in the building at any time.
- No coats are allowed to be worn in the building from the student's first class of the day until dismissal from the student's last class of the day.
- Students wearing clothing which is deemed vulgar, inappropriate, unsafe, or disruptive to the educational process (e.g. advertising/display of alcohol, drugs, sexual innuendo) will be required to change into appropriate clothing.
- Students will not be sent home to change clothing; they will receive office-issued clothing, if necessary.
- Administration shall determine if any other clothing is not conducive to the learning environment.

BICYCLES

Bicycle racks are located in various areas around the school. Students who ride their bikes to school should secure them with a sturdy lock. Providing a substantial lock is important to ensuring that the bicycle is secure. As a matter of safety, students should wear a helmet when riding to and from school. Helmets can be stored in the lockers.

STUDENT PICK UP AND DROP OFF

Drop off and pick up is designated by grade level. Parents should enter the drop off lane located on 24th street if they are letting students out of the car. Cars should not park in the drop off lane for any reason.

CHANGE OF ADDRESS

Any student whose home address has changed should contact Mrs. Anderson at 708 447-8030 ext 101.

COMMUNICATION AND SCHOOL NEWS

Parents/Guardians should contact the school office if their home phone, cell phone or e-mail address changes so that we can have the most current contact information on file at all times. Information about the school may be sent home via U.S. mail, e-mail or hard copy provided to the student. Newsletters and other important information may come from the school or individual teachers.

GOOGLE CLASSROOM, CLASSDOJO AND POWERSCHOOL

Google Classroom and ClassDojo are Komarek's educational platforms for posting assignments and important information for classes. Teachers also share important school news on Google Classroom and ClassDojo. PowerSchool is Komarek's online gradebook. PowerSchool also allows students and parents to check attendance and status of assignments.

CELL PHONES AND MOBILE DEVICES

Using a cell phone, video recording device, or any other electronic devices in a manner that disrupts the education environment or violates the rights of others, including using the device to take photographs, cheat, or otherwise, is prohibited. Such prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cell phone.

Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and kept in the student's locker during the school day.

For parents and students concerned about leaving the cell phone unattended in a locker, the District will provide students the opportunity to secure their cell phone each morning in a group locked box provided in every homeroom.

SCHOOL PASSES

A student must have a pass from a teacher or the school secretary when they are out of class during the school day. Students must also have a written pass to be in the building before 8:10 AM and during the lunch periods. Students are not allowed to enter an empty classroom without direct permission from a teacher, school secretary, or administrator. Violations of the above will result in a detention or suspension.

KOMAREK'S PBIS QUICK REFERENCE GUIDE

Wildcat Motto: ROAR: Respectful, On task, Always Safe, Responsible

Komarek Expectations Matrix: The matrix on the next page outlines Komarek's expectations for positive behaviors in all areas of our building, including outside.

Voice Limits: Voice limits range from 0-3. Posters are hung in the hallways and around the building to remind the students what their voice level should be throughout the building.

ROAR Tickets: Students receive ROAR tickets for following the ROAR Motto. ROAR tickets can be used at the Wildcat Den to purchase prizes.

Wildcat Den: The Wildcat Den is Komarek's PBIS store where students can trade in their ROAR tickets for prizes. Prices vary depending on the prize, and students get to visit the store monthly!

Code of Conduct: The Code of Conduct lists behaviors that are not appropriate for school. There are 4 levels to the Code of Conduct with possible consequences listed in the right column.

ClassDojo: ClassDojo is a behavior tracking system used at Komarek.

All School Celebrations: Each quarter, the PBIS Committee will plan an all-school celebration to support PBIS. The goal of this celebration is for students to look at behavior as a whole grade level and celebrate the positive behaviors within the quarter.

Monthly Raffles: When students spend their ROAR tickets in the Wildcat Den, tickets will be saved in a grade group bucket and entered into a monthly raffle. One winner will be selected from each grade group (primary, intermediate, and junior high). Winners are announced at the end of the month. In addition, one ticket from each grade group will be pulled to reveal a teacher winner. The Komarek Remote PBIS Matrix can be found by clicking [here](#). The Komarek in-person PBIS Matrix can be found by clicking [here](#).

DISCIPLINARY MEASURES Students meet situations each day where they must make choices about how to conduct themselves. When a school rule is broken, a consequence must follow. Whenever possible, the consequence should serve as a learning opportunity for the child so that the inappropriate behavior does not occur again. Parental support is imperative to the success of any discipline program. The child is the true benefactor when the home and school work as a team with the goal to develop a well-rounded child.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Principal or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy [7:220](#), *Bus Conduct*.
10. Out-of-school suspension from school and all school activities in accordance with Board policy [7:200](#), *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy [7:210](#), *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for

the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B](#) of the School Code.

13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

KOMAREK'S CODE OF CONDUCT

Level 1	Possible Consequences
<ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate physical or verbal behaviors that are not intended to cause harm <input type="checkbox"/> Minor classroom disruption <input type="checkbox"/> Not following directions in class <input type="checkbox"/> Tardiness less than 3 times per quarter 	<ul style="list-style-type: none"> <input type="checkbox"/> Loss of technology privileges <input type="checkbox"/> Mediation <input type="checkbox"/> Re-teaching appropriate behavior <input type="checkbox"/> Teacher contact with parent/guardian <input type="checkbox"/> Teacher conference with parent(s)/guardian(s) <input type="checkbox"/> Teacher conference with student <input type="checkbox"/> Verbal reprimand <input type="checkbox"/> With prior warning, withdrawal or suspension of classroom privilege
Level 2	Possible Consequences
<ul style="list-style-type: none"> <input type="checkbox"/> Repeated acts (3 times or more) of Level 1 misconduct <input type="checkbox"/> Cheating/Plagiarism - Minor (e.g., homework) <input type="checkbox"/> Dishonesty - Minor <input type="checkbox"/> Dress code violation <input type="checkbox"/> Forgery <input type="checkbox"/> Inappropriate language/profanity (not directed at another person) <input type="checkbox"/> Inappropriate physical or verbal behaviors that are not intended to cause harm 	<ul style="list-style-type: none"> <input type="checkbox"/> Assign a peer mentor <input type="checkbox"/> Check-in/Check-out <input type="checkbox"/> In-school support service referrals <input type="checkbox"/> Loss of technology privileges <input type="checkbox"/> Re-teaching appropriate behavior <input type="checkbox"/> Teacher conference with parent/guardian (phone or in person) <input type="checkbox"/> Teacher-issued detention (lunch)

<ul style="list-style-type: none"> <input type="checkbox"/> Minor physical contact (that is not intended to cause harm) <input type="checkbox"/> Misuse of technology (e.g. not on assigned website) <input type="checkbox"/> PDA (public displays of affection) <input type="checkbox"/> Misuse of technology (e.g. inappropriate website usage, cell phones) <input type="checkbox"/> Theft <input type="checkbox"/> Unexcused absences (not at 25% of School Year) <input type="checkbox"/> Vandalism (no permanent damage) 	
Level 3	Possible Consequences
<ul style="list-style-type: none"> <input type="checkbox"/> Repeated acts (3 times or more) of level 2 misconduct <input type="checkbox"/> Cheating/Plagiarism - Major (e.g., tests) <input type="checkbox"/> Defiance <input type="checkbox"/> Dishonesty - Major <input type="checkbox"/> Insubordination <input type="checkbox"/> Extreme verbal and/or written threats <input type="checkbox"/> Verbal intimidation, inciting fear, conflict or other comparable conduct toward anyone or urging other students to engage in such conduct <input type="checkbox"/> Bullying behaviors 	<ul style="list-style-type: none"> <input type="checkbox"/> Assign a peer mentor <input type="checkbox"/> Check-in/Check-out <input type="checkbox"/> Friday Night Detention <input type="checkbox"/> In-school support service referrals <input type="checkbox"/> In-school suspension <input type="checkbox"/> Loss of technology privileges <input type="checkbox"/> Office conference with parent/guardian <input type="checkbox"/> Office-issued detention <input type="checkbox"/> Temporary removal from class <input type="checkbox"/> Withdrawal or suspension of privileges/activities

<ul style="list-style-type: none"> <input type="checkbox"/> Gambling involving money <input type="checkbox"/> Harassment <input type="checkbox"/> Inappropriate language/profanity (directed at peer or adult) <input type="checkbox"/> Misuse of technology (e.g., recording, taking pictures, posting on social media, bullying, etc.) <input type="checkbox"/> Physical aggression <input type="checkbox"/> Possession of tobacco products on or adjacent to school property <input type="checkbox"/> Promotion of criminal gang activity <input type="checkbox"/> Setting false alarms <input type="checkbox"/> Sexual misconduct (major) - verbal or written statements of a sexual nature <input type="checkbox"/> Skipping/Leaving class 	<ul style="list-style-type: none"> <input type="checkbox"/> Student mediation
Level 4	Possible Consequences
<ul style="list-style-type: none"> <input type="checkbox"/> Repeated acts (3) of level 3 misconduct <input type="checkbox"/> Bomb threats <input type="checkbox"/> Distribution, use and/or being under the influence of tobacco products on or adjacent to school property <input type="checkbox"/> Fighting with physical contact <input type="checkbox"/> Gang activity involving criminal misconduct <input type="checkbox"/> Mob action as defined by the law 	<ul style="list-style-type: none"> <input type="checkbox"/> Alternative program (appropriate in-district or out-of-district alternative placement) <input type="checkbox"/> Expulsion <input type="checkbox"/> Friday night detention(s) <input type="checkbox"/> In-school suspension <input type="checkbox"/> Mediation/Transition plan upon return to school

<ul style="list-style-type: none"> <input type="checkbox"/> Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or property <input type="checkbox"/> Pattern of Bullying behaviors <input type="checkbox"/> Physical assault <input type="checkbox"/> Possession, distribution, use and/or being under the influence of alcohol <input type="checkbox"/> Possession, distribution, use and/or being under the influence of controlled substances (illicit drugs) and/or drug paraphernalia <input type="checkbox"/> Possession or use of explosive(s) or any other object that may be used as an explosive <input type="checkbox"/> Possession or use of weapon(s) or any other object that may be used as a weapon <input type="checkbox"/> Pornography <input type="checkbox"/> Setting fires <input type="checkbox"/> Sexual assault - Touching any person in a sexually offensive manner <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Theft (possible involvement of law enforcement) 	<ul style="list-style-type: none"> <input type="checkbox"/> Out of school suspension (preventative actions, when appropriate, must be documented prior to OSS): <ul style="list-style-type: none"> <input type="checkbox"/> 1st offense of Level 4 = up to 3 days <input type="checkbox"/> 2nd offense of Level 4 = up to 5 days <input type="checkbox"/> 3rd offense of Level 4 = up to 7 days <input type="checkbox"/> Additional offenses may result in alternative placement and/or OSS up to 10 days pending expulsion <input type="checkbox"/> Referral to law enforcement agency <input type="checkbox"/> Withdrawal or suspension of privileges/activities
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District 94 maintains close ties with the North Riverside and Broadview Police Departments. For certain disciplinary cases, the local police will be asked to assist with the investigation. Parents will be notified when feasible. Refer to Board Policy 7:150 for additional information about police interviews.

Suspensions

Suspension will be administered in the following manner:

- Out-of-school suspensions of 3 days or less will only be used if a student's continuing presence in school poses a threat to school safety or a disruption to other students' learning opportunities as determined on a case-by-case basis by school administrators. School administrators will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent possible.
- Out-of-school suspensions for four days or longer will only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (I) pose a threat to the safety of other students, staff, or members of the school community, or (II) substantially disrupt, impede, or interfere with the operation of the school. These determinations will be made on a case-by-case basis by school administrators. School administrators will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent practicable.
- Students who are suspended out-of-school for longer than four days will be provided appropriate and available support services during the period of their suspension, as determined by school administrators.
- Suspended students, including those students suspended from the school bus who do not have alternate transportation to school, will be given the opportunity to make up work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify school officials that a student suspended from the school bus does not have alternate transportation to school. Upon the student's return to school, he/she must approach the teacher(s) to make arrangements for any missed work or tests. The student will have one day for every day of his/her suspension to make up the work. Any work not completed in this time frame will receive a failing grade or zero. **NO SCHOOL WORK WILL BE ISSUED BEFORE THE SUSPENSION IS SERVED.**

Expulsion:

Expulsion involves the removal of a student from school for more than 10 days because of major or repeated disciplinary concerns. The actual expulsion can be from 1 day to 2 years in length. Also, if a student has reached his/her 10-day suspension limit, an expulsion from school will be recommended to the School Board. Any student recommended for expulsion from school will receive a hearing before the Board of Education and may have legal counsel present. In order to expel a student, the Board must find that the student's continuing presence in school poses a threat to the safety of other students, staff, or members of the school community or would substantially disrupt, impede, or interfere with the operation of the school. School officials will take reasonable steps to resolve such threats, address such disruptions, and minimize the length of any removal from school. Moreover, the Board will make the determination of other appropriate educational processes or orderly operations of a school.

Bullying Prevention and Response Plan:

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to

exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

ACADEMIC ELIGIBILITY/BEHAVIOR EXPECTATIONS FOR EXTRACURRICULAR ACTIVITIES

These guidelines are for all extracurricular programs. Extracurricular activities are a privilege, and students must show appropriate behavior and good grades in order to participate. The Salt Creek Valley Conference requires an academic eligibility system to be in place in each school.

Behavior Expectations:

- A student serving an after school detention, an out of school suspension, or an in school suspension are **not allowed** to participate in practice, a game, or any other extracurricular activity that day.
- Any athlete with 3 unexcused absences will be removed from the team.
- Students are expected to abide by Komarek's Code of Conduct while participating in any extracurricular activity, including both on or off school grounds and on the bus. Failure to show appropriate behavior could result in loss of privileges. *Administration reserves the right to deny a student access to an extracurricular activity due to previous inappropriate behavior.*

Academic Eligibility:

- A GPA of 2.0 or higher must be maintained to participate in any extracurricular activity.
- Students with a GPA less than 2.0 will be placed on **probation**. A probation period lasts from Tuesday to Tuesday. After two weeks of being on probation, a student will be deemed **ineligible** to participate in extracurricular activities. In order for a student to be off of probation or ineligibility, the student must have a GPA of 2.0 or above the following Tuesday.
- Students can be on probationary status to participate in an extracurricular program but may not be on ineligible status.
- Parents will be informed of their child's status through a written report mailed to the home or sent via email.

Sports Interest Survey:

A sports interest survey is provided at registration and should be completed by parent(s) and student(s).

SNACK/TREAT GUIDELINES

“The Healthy, Hunger-Free Kids Act of 2010” (HHFKA) requires all local educational agencies participating in federal Child Nutrition programs to establish and implement, for all schools under its jurisdiction, local school wellness policies that meet minimum standards designed to promote sound nutrition, student health, reduce childhood obesity, and provide transparency to the public on the school nutrition environment.”

The following are examples of healthy snacks that can be brought to school:

- Raw vegetables (no dip)
- Fresh fruits (no canned fruit or fruit with syrup)
- Pretzels
- Cheese
- Plain popcorn
- Crackers (graham, saltines, Ritz, Goldfish only)
- Raisins, dried fruit (i.e., trail mix), dry cereal, or cereal bars

Students who bring an unhealthy snack will be asked to choose a snack that meets Komarek's guidelines. In addition, due to some students having nut allergies, you will be made aware if the homeroom your child is in is a nut-free zone.

Water bottles are allowed in the classrooms but must only contain water.

Birthday Treats

If you send birthday treats, please make sure that the treats are individually packaged. The following are approved treats:

- Pretzels or Goldfish crackers
- Animal crackers
- 100 calorie snack packs
- Granola bars
- Sandwich crackers
- Rice krispie treats
- Fruit snacks

Note: Any treats that do not meet these guidelines will be sent back home.

INSTRUCTION

6:280 Grading and Promotion:

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the *Illinois Assessment of Readiness* (IAR) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Promotion and Retention Grades One and Two:

Promotion/Retention for grades one and two will be determined by the following criteria:

- a. Standardized Testing: The complete battery score for students on the latest test taken during the school year must be no more than 6 months below grade level.
- b. Report Card - The student must achieve 70% or higher "Satisfactory" and/or "Excellent" in

the main academic areas: Reading, Mathematics, and Language Arts, for the entire school year.

- c. Teacher Recommendation - The homeroom teacher must recommend in writing that the student should be promoted to the next grade.

The following will be in effect regarding promotion/retention at the end of the four quarters of the school year for grades one and two:

1. If a student satisfies two or more of the above criteria, he/she will be promoted to the next grade.
2. If a student satisfies one of the above criteria, he/she will be promoted to the following grade after successfully completing a Mandatory Komarek Summer School session with a summative passing grade. Failure to complete the Mandatory Komarek Summer School with a passing grade will result in grade retention for the following school year. Tuition for the Mandatory Summer School will be the responsibility of the child's parent or guardian.

Promotion and Retention for Grades Three through Eight:

The Grade Point Average, or GPA, is composed of all core and specials subjects averaged together. The below point scale is used to calculate the GPA.

A+, A, A-	4.0
B+, B, B-	3.0
C+, C, C-	2.0
D+, D, D-	1.0
F	0

Retention in the Same Grade:

A student will be retained in the same academic grade if he/she:

- Has a cumulative GPA of 1.49 or below (not rounded up or down), and
- Scores below grade level on NWEA's MAP Assessment in reading and mathematics.

Honor Roll (Grades 3-8):

Komarek School has traditionally had a strong academic curriculum and high academic standards. To reward those students who maintain an exceptional level of academic integrity and achievement, the Komarek Honor Roll system has been developed. The system is based on the student's grade point average (GPA) at the end of each quarter of the school year. All the letter grades on the report card are averaged in order to achieve a student's grade point average for Honor Roll.

Honor Roll will be determined as follows:

High Honor Roll (Gold) - 3.50-4.00 GPA (all subject areas included)

Honor Roll (Blue) - 3.00-3.44 GPA (all subject areas included)

Honor Roll GPAs should be rounded to the nearest tenth place (i.e., a GPA of 3.45 would be

rounded to 3.50 and would qualify for Gold Honor Roll status).

***A STUDENT CANNOT BE CONSIDERED FOR HONOR ROLL IF HE/SHE HAS A "D" OR LOWER IN ANY SUBJECT.**

NOTE: A junior high student (grades 6, 7, or 8) can qualify for the spring Honor Student Field Trip by being on the **High Honor Roll** for the first, second, and third quarters of the school year consecutively.

INFORMATION FROM THE NURSE'S OFFICE

Non-Prescription Medications:

A completed School Medication Authorization Form from the student's physician and parent/guardian stating the necessity for any non-prescription medication at school must be submitted. The parent/guardian and physician to continue administration beyond the initial day must complete the School Medication Authorization Form.

Prescription Medications require the following:

1. A completed School Medication Authorization Form from the student's physician or licensed prescriber stating the necessity for the prescription medication, dosage, route, and time of administration.
2. A signed Parental Authorization form by the parent/guardian to administer the medication as prescribed.
3. Medication may be self-administered by a child with a physician's prescription, written parental authorization, and school nurse approval and supervision.

The following applies to all medications

1. All medication is to be in the original container appropriately labeled and with the child's name.
2. All medication shall be stored appropriately in a locked cabinet in the nurse's office.
3. It is the student's responsibility to report to the nurse or designated school personnel at prescribed medication times.
4. Unauthorized medication shall be confiscated and may be reclaimed only by the parent/guardian.
5. District 94 retains discretion to reject a request to administer medications deemed unnecessary or unsafe to be taken at school, such as vitamins, non-traditional therapies, drugs unapproved by the FDA, or medications causing extenuating side effects for the student.

The Responsibility to obtain physician authorization lies with the parent/guardian; not the school. Authorization forms are available in the school office or on our website:

<http://www.komarekschool.org>. The school nurse is available to address questions or concerns about the administration of medication at school.

PHYSICAL EDUCATION PROCEDURES FOR ABSENCES AND RETURN

- A child may be excused from physical education class for one (1) day at the discretion of the teacher, principal or school nurse if the child does not feel well.
- A child may be excused from physical education class for one (1) or two (2) days with a dated note from the parent.
- To be excused from physical education class for three (3) or more days, a dated note

from a doctor is required. The note should specify the duration of absence and any restrictions if applicable.

- Students with casts, splints or serious illnesses also will need a doctor's note of exclusion and a doctor's permission to return to physical education class.

Sick Day Guidelines:

A child should be kept home when he/she experiences:

- Covid like symptoms that are new to the student.
- A fever of 100 degrees or higher (Child should remain home until fever free, without medication, for a minimum of 24 hours.)
- **Nausea, Vomiting, Diarrhea:** All body fluids are considered contagious. Students should not return to school for at least 24 hours after the last episode of vomiting or diarrhea.
- **Has symptoms that prevent him or her from participating in school, such as:**
Excessive tiredness or lack of appetite
Productive coughing, sneezing, runny nose, headache, body aches, earache
Sore throat (A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician as your child needs a special test to determine if it is strep throat).
- **Headache, Runny Nose or Persistent Cough:** All body fluids are considered contagious. Students should wash their hands frequently, especially when they are ill. Students should stay home if they have a cold with excessive drainage, coughing, and/or sneezing.
- **Conjunctivitis ("Pink eye"):** Students must remain out of school until they have been on antibiotics for at least 24 hours. Symptoms include: redness of the "whites" of their eyes, drainage from eye(s), itching and/or eye pain, and light sensitivity. If fever or the above symptoms appear while the child is in school, the parent/guardian is called to take the child home.

***A child absent more than 3 days due to illness is required to turn in a physician's note upon return to school.**

Parents need to update the school with any changes in student health status including any change of, or, addition to medications. All cell, work, and emergency contacts must be kept up to date and on file in the school office.

INFORMATION FROM STUDENT SERVICES

Director of Student Services, Dr. Diane Janka
708-447-8030, ext. 115

INTERPRETATION SERVICES

Interpretation services are available at Special Education/IEP meetings for parents whose native language is other than English, or who are deaf, to assist with participation in the meeting. If you would like an interpreter at your child's Special Education/IEP meeting, please request an interpreter by contacting the Director of Student Services. You have the right to request that the

interpreter serve no other role in the IEP meeting other than as an interpreter and the District will make reasonable efforts to fulfill this request. Please also contact Diane Janka at 708-447-8030, ext. 115 if you have any questions about interpretation services.