

Parkside Middle School

1800 Church Street, Peru, IL 61354
Phone: 815-223-7723 Fax: 815-223-0285

2014-15 Student Handbook

School Hours

Monday, Tuesday, Wednesday and Thursday
8:20AM-3:15PM

Friday
8:20AM – 2:00PM



**Check us out on the Web for grades,
updates, lunch balances, etc.**

<http://www.perued.net>



**Forget your Assignments? Call
the Homework Hotline at
815-223-2035, OR
visit the Homework Tab
on the Parkside website**



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MESSAGE FROM THE PRINCIPAL

On behalf of the faculty and staff, I welcome you to Parkside Middle School. This handbook has been designed to acquaint you with our school environment, its' policies, opportunities and expectations. Each year an advisory committee, consisting of parents, teachers, and students, meets with the administration to review and modify these policies within the guidelines established by the Board of Education. The school furnishes a copy of this student handbook to parents/guardians of all students within fifteen (15) days of their enrollment. You are asked to review the handbook carefully and to keep it available for reference.

At Parkside, we pride ourselves in creating a student-centered learning environment that maintains high expectations for students and staff. We offer a well-rounded curriculum using the Common Core State Standards as the foundation to provide the best academic, social and co-curricular experiences for everyone. We support and continue to implement the basic tenets of the middle school philosophy with our focus on providing adolescents with a challenging, encouraging and collaborative learning experience. We believe that there is a place for every student to get involved and we strive to help them identify and develop their interests. We offer a large variety of co-curricular and extra-curricular activities, including Student Council, Yearbook, Athletics, Fine Arts and academic endeavors.

2014 HANDBOOK REVIEW COMMITTEE

Jyll Leonatti, Board of Education Member
Mary Beth Burkart, Parent Representative
Chris Garretson, Parent Representative
Tracy Rimmele, Parent Representative
Angie Smith, Parent Representative
Deb Story, Parent Representative
Sherri Pannier, Dean of Students
Lori Madden, Principal

Carlos Larios, Class of 2017
Karla Romero, Class of 2017
Alex Lenkaitis, Class of 2016
Abby Peruba, Class of 2016
Sarah Camp, Class of 2015
Jesse Hankins, Class of 2015
A.D. Lockwood, Class of 2015

***Disclaimer**—this handbook does not equate to an irrevocable contractual commitment to students, but rather reflects the current practices, procedures, rules and regulations or code of conduct. Membership or participation in a school sanctioned activity is a privilege, not a property right. This handbook may be amended during the year without notice.

PARKSIDE STAFF

Fifth Grade:

Ms. Wood (5-1) dwood@perued.net
Mrs. Backes (5-2) tbackes@perued.net
Mrs. Smudzinski (5-3) msmudzinski@perued.net
Mrs. Mosher (5-4) amosher@perued.net

Sixth Grade:

Mr. Thompson (LA) jthompson@perued.net
Mrs. Carey (LA) tcarey@perued.net
Mrs. Giachetto (Math) rgiachetto@perued.net
Ms. Olson (Science) jcary@perued.net

Seventh Grade:

Mrs. Pett (LA) rpett@perued.net
Ms. Heider (LA) aheider@perued.net
Mrs. Raineri (Math) kraineri@perued.net
Mrs. Bryant (Science) abryant@perued.net

Eighth Grade:

Ms. Sonnenberg (USH) mjonnenberg@perued.net
Mrs. Ochs (LA) kochs@perued.net
Ms. Peter (LA) speter@perued.net
Mrs. Budnick (Math) kbudnick@perued.net
Mr. Nagle (Science) tnagle@perued.net

Expo Staff:

Mr. Hammond (Music) dhammond@perued.net
Mrs. Jenkins (Art) jjenkins@perued.net
Mrs. Kolczaski (PE/Health) kkolczaski@perued.net
Mr. Miller (PE) wmiller@perued.net
Mr. Stalker (PE) astalker@perued.net
Mr. Sullivan (Technology) jsullivan@perued.net
Mr. Whaley (Band) pwhaley@perued.net

Special Education:

Mrs. Kotecki (Sped) akotecki@perued.net
Mrs. Ladzinski (Sped) dladzinski@perued.net
Mrs. Mueller (Sped) kmueller@perued.net
Mrs. Rich (Sped) brich@perued.net

Others:

Mrs. Jaegle (Read/GATE) tjaegle@perued.net
Ms. Smigel (Read/GATE) hsmigel@perued.net
Mrs. Lamps (Speech) alamps@perued.net
Mrs. Miller (Social Work) jmiller@perued.net
Mrs. Anderson (Psychol) bam@perued.net
Ms. Pannier (Dean) spannier@perued.net
Ms. Madden (Principal) lmadden@perued.net

ENROLLMENT INFORMATION

Immunization & Health Examination Compliance

All students are required to show evidence of an Illinois physical examination and current immunization records when entering kindergarten, grade 6, or when entering the district from out of state (ILCS 5/27-8.1). The Illinois Department of Public Health has mandated dental exams for all students entering 6th grade (Public Act 093-0946). All students must be in compliance in order to enroll and attend school. Students not in compliance may not attend school until meeting the requirements. Religious exemptions are made with proper documentation (BP 7:100). Students new to the District must participate in speech and language screening.

In accordance with LaSalle County Schools policy, intermittent examinations will be made of all students to avoid the presence of head lice. Any child found to have head lice or excessive nits (eggs) will be excluded from the classroom until treatment is complete and nits are removed from the hair. A parent or guardian will be notified immediately to take the child home. For readmission to school, parent(s) must show proof of appropriate treatment (note from physician, copy of prescription, or proof-of-purchase of an over-the-counter product). All nits must also be removed from the hair prior to the student's readmission to school.

Residency

Fifth, sixth, seventh and eighth grade students whose parent lives within the district shall attend Parkside School unless exempted by attendance in an optional setting. The district does not accept non-resident students on a tuition basis, with the exception of students with disabilities from other districts participating in approved specialized programs for students with special needs. (BP 7:60)

Transportation

Students who live more than 1.5 miles, or who travel across a hazardous roadway (without the assistance of a crossing guard) will qualify for free bus transportation. Shooting Park Road, Peoria Street, Routes 6 and 251 all qualify as hazardous roadways. Students will be assigned one bus stop and must board and/or disembark at this stop. Failure to follow this policy may result in a loss of riding privileges. For further information, contact the Parkside School Office.

Statement of Good Standing

Students transferring from another public school to Parkside School during the regular school term, must present a "Statement of Good Standing Form" from their previous school. The form indicates the academic status of the transferring student, and whether or not the student is currently serving a suspension or expulsion.

Student Fees

The following is a list of required and extra-curricular fees. Fee waivers or reductions, and free or reduced priced meals are available to those who qualify. Applications are available through the Superintendent's Office.

Book Fee	\$75.00/Year	5 th -8 th Grade Chorus Fee.....	\$10.00/Year
Student Breakfast.....	\$1.50	5 th Grade Band Fee.....	\$6.00/Year
Qualifying Reduced Breakfast.....	\$.30	6 th -8 th Grade Band Fee	\$30.00/Year
Student Lunch	\$2.25	Band Instrument Rental.....	\$50.00/Year
Qualifying Reduced Lunch	\$.40	Percussion Fee	\$15.00/Year
Milk	\$.30	Concert Band Uniform Rental Fee	\$9.00/Year
Replacement Card	\$1.00, \$3.00, \$5.00	Band-O-Rama Accompanist Fee.....	\$10.00
Replacement Lanyard	\$1.00	Technology Fee	\$10.00
P.E. Shirt	\$8.00	Yearbook (<i>approximate</i>).....	\$30.00
P.E. Shorts.....	\$10.00	Student Insurance.....	Optional
Replacement PE Lock	\$6.00		

ATTENDANCE

Reporting an Absence

All absences should be reported to the main office, 815-223-7723, by 9:00 AM each day a student will not be in attendance. Homework should be requested at that time. An answering system is available when the office is closed. The school is required to contact the parent to verify any unreported absence, and an unexcused absence will be recorded if no contact is made. The final responsibility to see the student is legally in school rests with the parent or guardian. Students and parents must act in compliance with the ILCS 5/26-1 and 5/26-2, which governs compulsory school attendance laws, excessive absences, and truancy.

Minimum Attendance Requirements for Creditable Pupil Attendance Days

Full-Day: 5 hours (300 or more instructional minutes) Half Day: 2.5 hours (150 or more instructional minutes)

Morning Tardiness

Students who are tardy to morning homeroom three or more times per month will be assigned consequences at the end of each month. Discipline will be progressive in nature. Consequences will be assigned by administration and may include Office Detention, Saturday Detention and Disciplinary Study Program (repeat offenders). Chronic tardiness is considered truancy and may be reported to the LaSalle County Truancy officer.

Tardiness to Class

Tardiness to class (other than homeroom) is considered unexcused unless a student presents a pass from another teacher upon their arrival. Passing periods are sufficiently long enough to enable students to get to each class on time. Students may be penalized for each tardy to class after the third offense.

Truancy

Truancy is an unexcused absence from school for all or part of the school day, as defined by Section 5/26-2a of the Illinois School Code (BP 7:70). Students are considered to be **CHRONICALLY TRUANT** if they are absent without valid cause for 5% or more of the previous 180 regular attendance days. Parent contact, and referrals to Peru District support systems, the LaSalle County Truancy Officer, or local law enforcement may also be made. Consequences for truancy are determined by the repetitiveness and/or nature of the truancy. **Students may be required to complete an extended school year or may be retained in the same grade level in extreme cases.**

Extended Absence

Any absence due to illness or injury that extends beyond three consecutive school days, or any illness or injury that prohibits a student from P.E. participation for more than 3 days, shall require a medical excuse issued by a physician. Special health conditions restricting physical education participation may be addressed with a physician's note at the beginning of each school term.

Prearranged Absences and Vacations

Although the school discourages vacations during the school year; we recognize that some situations make this unavoidable. A prearranged absence form should be filled out and submitted to the office prior to the absence. Some work may be available ahead of time, but many assignments will be given to the student to make-up upon his/her return. Five excused absences will be allowed each school year. Any days beyond five, will be listed as an unexcused absence. **Excused absences will not be given during PARCC testing.** Students may be asked to attend Project Success to make up work.

Excused Absence

An excused absence will be given for the following reasons: up to 5 days of prearranged family absences; personal illness or injury; critical illness or death in immediate family; and school related activities. After an accumulation of 5 parental excused days for illness or injury, medical documentation will be required.

Unexcused Absence

Unexcused absence is an unauthorized absence from school, such as: prearranged family absences beyond 5 days, oversleeping, car trouble, non-medical appointments, babysitting, completing school work at home or leaving class or school grounds without permission. Students leaving school during school hours must sign out in the office and be picked up by the parent/guardian or his/her designee, unless the parent contacts the school (preferably in writing) to give permission for the child to walk home. Students will be subject to disciplinary action (typically a Saturday Detention) after 2 days of Unexcused Absence.

EDUCATIONAL OPPORTUNITIES

Trimester Course Offerings

Grade 5:

Core Courses: Reading/Language Arts, Math, Social Studies and Science

Expo Courses: REQUIRED: Physical Education, Health, Computer Apps / OTHERS: Art and Music

Grade 6:

Core Courses: Language Arts, Literature, Math, Social Studies and Science

Expo Courses: REQUIRED: Physical Education and Computer Apps / OTHERS: Art, Music, and Health

Grade 7:

Core Courses: Language Art/Literature Block, Math, Social Studies and Science

Expo Courses: REQUIRED: Physical Education and STEM / OTHERS: Art, Music, and Media Studies

Grade 8:

Core Courses: Language Art/Literature Block, Math or Algebra, U.S. History and Science

Expo Courses: REQUIRED: Physical Education and STEM / ELECTIVES: Art, Stagecraft, Family Consumer Science

Program and Course Descriptions

Algebra: an advanced mathematics course typically taught in high school, but offered to qualifying students in 8th grade. Eligibility requirements include an Algebra Aptitude Test, Math Test Average, and Math Computation and Concepts scores on the MAP assessment.

Advanced Placement (AP): students in 6th and 7th grade will be reviewed for placement each spring using a variety of assessments and teacher evaluations. Those who qualify for AP courses will be exposed to a typical curriculum the following year, but will generally work at a faster pace than students in other classes and will investigate topics for deeper understanding.

Art: A trimester course offered at each grade level based on the elements and principles of art. The students will focus on the process of building their artistic behavior through 8 specific studio habits Develop Craft, Engage & Persist, Envision, Express, Observe, Reflect, Stretch & Explore, Understand Art World

Band: any student may enroll in Band regardless of musical proficiency. A two-week trial is permitted at the start of each semester. Rehearsals are held during study hall and grades will be earned. Attendance at all lessons, rehearsals, and performances is mandatory. Students must be passing all core courses to be eligible to participate. The director should be notified in writing to drop band at the end of each semester. Failure to do so could result in a failing grade.

Chorus: every student is welcome to join Chorus. A two-week trial is permitted at the start of each semester. Rehearsals are held at least two days a week during study hall and grades will be earned. No audition is required to join Chorus, but students may elect to audition for the elite touring group, Singing Raiders. Attendance at all lessons, rehearsals, and performances is mandatory. Students must be passing all core courses to be eligible to participate. The director should be notified in writing to drop chorus at the end of a semester. Failure to do so could result in a failing grade.

Computer Applications: a required course in 5th and 6th grade designed to expose students to a variety of technology topics, including hardware recognition and function, research, keyboarding and desktop publishing.

ESL: English as a Second Language is an instructional program for identified students who either first spoke a language other than English, come from a home where a language other than English is spoken, or speak in a language other than English. The ACCESS test scores are considered for identification and/or placement. The goals are to provide English Language Learners (ELLs) with instructional support and to develop proficiency in the language domains of listening, speaking, reading, and writing. The course emphasizes pronunciation, language usage, and decoding, comprehension, and vocabulary strategies. The course also assists students in using English in socially and culturally appropriate ways. Informal and formal assessment consisting of curriculum-based assessments, teacher observations, and completed coursework are used to monitor the student's achievement and for course exit.

Family and Consumer Science (FACS): An 8th grade trimester course designed to help students develop a better understanding of relationships, sex education, parenting responsibilities, and consumer science.

GATE: the philosophy of Gifted Education is to provide for the academic and social needs of those students whose students demonstrate exceptional ability in academic studies, high-level thought processes, divergent thinking, and/or creativity, and would benefit from specifically planned educational services. In accordance with Illinois State Board of Education rules, gifted students will be identified using a rubric containing Objective Measures and Professional Judgment.

Entrance and Exit Protocol and Guidelines:

- Step #1 - 4th graders (and teacher-recommended 5th -7th graders) will be pre-selected in the Spring using a variety of assessments, including MAP, Aimsweb and PARCC
- Step #2 – homeroom teacher or grade level teams will complete a comprehensive evaluation of student skills
- Step #3 – those meeting established cut scores will be administered the In-View test of giftedness.
- Approximately 50% of 4th graders reviewed will qualify for G.A.T.E.
- No Parkside student will be eligible for review more than twice
- 6th grade GATE students will be administered the In-View test a 2nd time to provide additional feedback to students and parents.
- Once determined to be eligible, students will remain eligible for GATE unless dismissed by parent request, or by the educational team for lack of task commitment.

Health: a required course for fifth and sixth grade which helps students understand that good health affects school performance, their friendships, their looks, and their lives. The importance of avoiding risky behaviors and guidelines on how to do so will be discussed.

Media Arts: A 7th grade trimester course covering a variety of media design operations, applications, concepts, and communication. The students will use the iPads, digital camera, and computers.

Physical Education is mandated daily by ILCS, Article 5/27-5. A written notice from a physician (specifying the duration of nonparticipation) is the only excuse accepted for exemption from P.E. (BP 7:260).

The following rules apply to physical education:

1. A parent may excuse students from P.E. for up to three days with a written note.
2. Chewing Gum is NOT allowed in PE
3. Students must use a school issued lock and all valuables should be secured in their locker.
4. Adequate care should be taken by students who wear glasses.
5. All injuries must be reported to the teacher immediately.
6. Students must wear a uniform purchased from the school, which should be laundered weekly.

TRIMESTER 'NO UNIFORM' POLICY:

- a) 5th Offense = 15 minute teacher detention
- b) 6th Offense = 15 minute teacher detention
- c) 7th Offense = Office Referral

Raider Time: (formerly Intervention Block): students with identified deficits in either reading or math will be given remedial services during Raider Time (RT) as part of our Response to Intervention (RtI) services. All others will receive enrichment and instruction as described below. Raider Time will meet daily by grade level, Monday-Thursday.

- 5th grade RT is designed to build understanding of math concepts at each students' ability level. Lessons and activities are based on the Common Core Standards and correspond with student needs. Reading support will be provided during small group reading time.
- 6th grade on level RT is designed to build students' understanding of the Common Core standards in reading, and will focus on critical thinking and problem solving.
- 7th/8th grade RT provides enrichment and explorations to enhance the academic experience. 7th grade topics include: Forensic Science, Spanish, Illinois History, Geography, Problem Solving with Chess, and Raiders of the Lost Art. 8th grade topics include: US Constitution, Science Skills, and Greek Mythology.

Stagecraft: an eighth grade course designed to help students become more comfortable, expressive, creative, and articulate when presenting in front of people. Students will learn and engage in public speaking, theatrical performance, debate, literature reading, and improvisation activities

STEM: a modular curriculum program which emphasizes Science, Technology, Engineering, and Math. Each of 15 modules engages students for seven sessions of computer-assisted learning. It is designed to address many different learning styles. Content is delivered through text, graphics, video segments and hands-on activities. **Modules:** Applied Physics, Audio Broadcasting, CADD, Computer Graphics and Animation, Energy and Mechanics, Electronics, Engineering, Flight Technology, Forensic Science, Going Green, Heart Fitness, Interior Design, Practical Skills, Research and Design, and Robotics.

Special Education Programs & Services: Parkside belongs to LaSalle County Educational Alliance for Special Education. Comprehensive special education programs and services are currently available within our local district or within the other districts of the L.E.A.S.E. special education joint agreement. Services are available for all types of disabilities and/or exceptionalities. Within the L.E.A.S.E. Cooperative all member school districts establish, maintain, or have access to special education instructional programs, resource programs, and related services which meet the educational needs of children with the following exceptional characteristics: auditory; visual; physical or other health impairments; speech/language impairments; deficits in the essential learning process of perception, conceptualization, memory, attention or motor control; deficits in intellectual development and mental capacity; emotional/behavioral disorders; due to traumatic brain injury or autism which restricts effective educational functioning.

All students enrolled in school for the first time are required to have a speech and language screening. Students identified through the screening process will be referred for a case study evaluation to determine any specific need for special educational services. Notification of the intent to initiate a case study or to provide district special education services is required for any child being considered for such services.

In order to fulfill an obligation under Section 504 of the Rehabilitation Act of 1973, the school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted.

Medicaid Data Release (Special Education Students Only): If a child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement for Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

Then reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to:

Peru Elementary School District 124
Brandi Anderson-Maier, Director of Special Services
1800 Church Street
Peru, IL 61354

Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP. This program has **no impact** on current or future Medicaid benefits for you, the student, or your family. Under federal law, your decision to participate in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,
- Increase your premiums or lead to discontinuation of benefits or insurance, or
- Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

STUDENT RIGHTS AND RESPONSIBILITIES

Citizenship Rights

Court decisions have established that students are entitled to citizenship rights. However, these rights must be exercised with the same restraint which the courts impose upon other citizens.

1. The right of free expression is fundamental in a free society. The student has this right, but it must be exercised in a responsible manner so as not to interfere with the rights of others nor disrupt the educational process.
2. No student shall be deprived of an education. Those students who cannot function because of physical or mental disability in the traditional school setting shall have access to alternative programs of instruction.
3. Using proper channels, students shall be permitted to voice an opinion on the development of school policy.
4. Fundamental to the workings of democracy is the right that no student shall be deprived their rights without due process of law. The courts have recognized that education is not a privilege but a right to which all citizens are entitled. Consistent with court decisions, the school shall follow a system of due process which is compatible with the special characteristics of the school community.
5. Educational and extracurricular programs, activities, services, and benefits will be provided to students without discrimination on the basis of sex. No student shall be limited in the exercise of any right, privilege, advantage opportunity on the basis of sex. The grievance procedure shall include a coordinator for the district who will respond to the grievance or complaint of illegal discrimination (BP 7:10).
6. Disabled students have the right to equal educational opportunities. Individuals wishing to file a complaint alleging violation of rights accorded parents/eligible handicapped students may do so (BP 7:10).

Level I: A student shall present the complaint in writing to the 504 Coordinator (District Psychologist). He/she shall investigate and attempt to resolve the complaint within five working days. If solution does not occur, student may present complaint to the Superintendent who shall determine matter within five working days. If solution does not occur, student may within five working days present complaint to the Board of Education who shall consider the matter at the next regularly scheduled meeting.

Level II: Failing to resolve complaint at Level I, student may request due process hearing to be held within guidelines set forth in an ISBE booklet titled "A Parent's Guide: The Education Rights of Handicapped Children.

7. A student with an infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District shall balance those student rights with the District's obligation to protect the health of all district students and staff.

Placement: The determination of whether the student with a communicable disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by a multi-disciplinary team. Reporting Procedures; Placement Procedures; Case Study Evaluation; Temporary Exclusion; Placement Decision; Appeal Process; and Subsequent Evaluations are included in BP 7:280 and are available upon request.

Educational Process Rights

In no way do the following rights allow students to disrupt the educational process or to be in violation of school regulations or state law.

1. Students may wear political buttons, arm bands or any other badges of symbolic expression deemed non-disruptive and in good taste by the proper school authority.
2. Students have the right to form clubs when certified teachers agree to sponsor the activity and the activities are approved by the Board of Education.
3. Students have the right to general information concerning their permanent school records. Students have the right to due confidentiality of their records.
4. No one shall be subjected to arbitrary and unreasonable detention or suspension.
5. Students are entitled to a handbook which contains specific rules & regulations & description of general behavior expected of them by the school.
6. Pregnancy, in itself, shall not deny a student the right to an education, except in those programs or activities where there is a concern for the health and safety of the mother and the unborn child.
7. Students who meet the requirements of an organization/activity may participate in the organization/activity.
8. Lockers shall be provided for all students.
9. A student's property shall not be confiscated permanently unless required by law, or deemed disruptive or harmful by the proper school authority. Lawful confiscation may not extend beyond the current school year.
10. Parents will be notified prior to classroom instruction in sex education and AIDs education; the parent may request the student not participate in that content area. Alternative lessons will be provided.
11. In regard to these rights, students have the right to appeal through proper channels.

Student Rights Procedure

Explanation: A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons. Due process shall exist throughout the procedure with the right to (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation.

Step I: The student(s) and/or parent(s) shall discuss the matter with the person(s) directly responsible for the grievance issue within fourteen days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. A response by the school must be made to the student/parent within five (5) days.

Step II: If the response is not satisfactory, student/parent shall within ten days request in writing a conference with the principal. A meeting must be held within five days of the request.

Step III: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response in Step II. A meeting between parties will be held within ten (10) days and a written response will be given within five (5) days of that meeting. A complete record of this meeting shall be kept and signed by both parties for future reference.

Step IV: If the issue is not satisfactorily resolved in Step III, the grievant(s) may appeal the grievance in writing to the Board of Education within five days of receiving the written response. The Board shall consider the appeal within sixty days and a written response shall be given within five days. A Board appointed hearing officer, may hear all relevant testimony and provide the Board with a written summary of the hearing.

If the grievant has processed a grievance under Section 200 of the Sex Equity Rules for the Illinois Sex Equity in Education Law, he/she has the right to appeal the decision further to the Regional Superintendent of Schools and thereafter the State Superintendent of Education.

Equal Opportunity (Gender Equity): No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services, benefits, or be limited in the exercises of any right, privilege, advantage, or opportunity.

Student Responsibilities

Participation: Students have the responsibility of participating fully in the serious business of learning. Students must report to school and to ALL scheduled classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability, and request help when it is needed. They shall dress in an appropriate manner to suit the class which they are participating.

Behavior: Students must cooperate in maintaining reasonable orderliness in the school and in the classroom and take reasonable care of books and other instructional materials. Students shall care for school property; students and their parents may be charged for the damage to school property. Students must refrain from disruptive behavior and threatening or fighting with other students. Students shall respect the rights of others to pursue a course of study without undue interference.

Respect for Teachers: Students have the responsibility of showing respect for the knowledge and authority of their teachers. REMEMBER, ANY TEACHER HAS THE AUTHORITY TO CORRECT A STUDENT ON THE SPOT. Students shall recognize that the authority and duty to govern school matters rests with the Board of Education and is rightfully administered by the Principal and faculty. Students shall not defy authority. Students must use only acceptable and courteous language.

Respect for Other Students: Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

ACADEMIC POLICY AND PROCEDURES

Academic Grading Scale

A+ = 4.0	A+ = 100%	C = 2.0	C = 79 – 82%
A = 4.0	A = 96 – 99%	C- = 1.5	C- = 75 – 78%
A- = 3.7	A- = 94 – 95%	D+ = 1.2	D+ = 73 – 74%
B+ = 3.4	B+ = 92 – 93%	D = 1.0	D = 71 – 72%
B = 3.1	B = 89 – 91%	D- = .5	D- = 70%
B- = 2.8	B- = 87 – 88%	F = 0.0	F = 0 – 69%
C+ = 2.5	C+ = 83 – 86%		

Grades Online

Student progress may be monitored online via a link labeled PARENT GRADE ACCESS on the district website, www.perued.net. Once an email address is provided, a confidential user ID and Password will be generated to allow access. The current overall grade, as well as individual tests and assignments, may be viewed. Please allow up to 3 days for grades to be posted after an assignment is due.

Grade / Progress Reports

At the six-week point of each Trimester, Midterm Progress Reports will be sent electronically to those providing an email addresses to the office. All others will be mailed home. Trimester Report Cards will be mailed home to all students.

Academically At-Risk (AAR) Study Hall

Students who are failing two or more core classes at midterm or the end of a quarter, will be automatically enrolled in AAR Study Hall. Parents will be notified in writing when this occurs. AAR meets daily during study hall and provides students with additional supports, such as: preferential seating, a daily list of assignments (homework hotline) and having each assignment initialed upon completion. Progress reports will be sent home with students every Friday. Students are NOT allowed to participate in Band or Chorus while they are enrolled in AAR.

Project Success

Project Success is an after school program to assist students in completing homework, organizing materials and studying for tests. The program meets Tuesday, Wednesday and Thursday until 4:10pm and transportation will be provided for all eligible bus students.

HOMEWORK

The purpose of homework is to enrich the school experience, strengthen basic skills, and improve student study habits (BP 6:290). Assignments can be found on our website or by calling the homework hotline (*see cover page*).

Late Work Policy

Homework turned in late will be penalized as follows: 10% off if turned in late, but before the end of the current school day; 20% if turned in by the next day. Work not completed by the next day could result a 0%. EXCEPTIONS - long term assignments and work collected for credit only will not be accepted late. Chronic late or missing work may result in disciplinary action, including lunch detention, after school detention, Saturday school or DSP.

Make Up Work

Homework should be requested with the office by 9:00AM. The office will be open by 7:45AM. Prior to this time, requests can be left on the answering machine. The office is open until 4:00PM. Teachers will gather assignments, but it may be necessary for parents to collect books and other materials from lockers. The building is generally open until 6:00PM. Students may also call the homework hotline to obtain assignments. IN THE CASE OF ILLNESS, STUDENTS HAVE THE SAME NUMBER OF DAYS TO MAKE UP WORK AND PREPARE FOR TESTS AS WERE MISSED FROM SCHOOL. Full credit will be given for assignments completed within this time frame. Additional time will not be given for long-term projects when absences occur between the time the project is assigned and is due.

Medical Appointments / Short-term Absence: It is the student's responsibility to turn-in and gather assignments for classes missed for doctor, dental and other short term appointments.

Unexcused Absence or Suspension: Work must be completed upon return to receive credit; make up for any missed tests must be immediately arranged by the student.

HONORS AND AWARDS

Trimester Honor Roll

Honor Roll – 3.1 to 3.69 Grade Point Average

High Honors – 3.7 GPA or above

Further, students must not have a 'D' or an 'F' in ANY class. Core courses will earn one full credit and Expo courses one-half credit toward the GPA. Band and chorus grades are not included in the GPA.

End of Year Awards

Robert Alpert Outstanding Athlete: Mr. Alpert was a retired teacher and coach who celebrated great success during his tenure at Washington School. He was inducted into the athletic Hall of Fame at his alma Mater Northwest Missouri State and at the Illinois Basketball Coaches Association. He was also a decorated Marine, serving in World War II. The award is selected by the 7th and 8th grade coaches and administration using the following criteria: (1) Outstanding Athlete, (2) Stand out in at least 2 sports, (3) Demonstrates strong Leadership and Sportsmanship, and (4) Maintains consistent Academic Eligibility

Attendance (Perfect) - students with NO ABSENCES (excused or unexcused) all year, and with no more than two unexcused tardies will receive an award for Perfect Attendance.

Brett Barry Outstanding Artist – Brett was a former student killed in an automobile accident at age 18. He was an exceptionally talented artist who enjoyed oil painting and drawing. The award was established in his honor to recognize an outstanding 8th grade art student. The recipient must have: (1) Outstanding Artistic Ability, (2) Entered work in Art Shows, and (3) Good Academic Standing and Character.

Jay Baznik Science – This award was established in 2009 in memory of a long-time science teacher at Washington School. It is presented to a 7th grade student that excels in science as measured by a high science grade, an outstanding Science Fair project, a high standard of work in experiments, a positive attitude, an above average advancement of knowledge in science and by showing cooperation by assisting other students in science as needed.

Austin Edwards – This award is presented in memory of one of the Illinois Valley's most outstanding professional musicians. Mr. Edwards was a world-renowned composer and taught in the area for many years. The recipient is selected using the following criteria: (1) Must be an Outstanding Musician, (2) Must plan to continue Band in High School, and (3) Demonstrates Character, Initiative & Service to the Band

Michael Izzo – Michael was a former student who was killed in an automobile accident. He was active in Band and Chorus. The award was established in his honor to recognize the student(s) who best epitomizes the high musical standards of Peru Schools. The recipient is selected jointly by the Band and Chorus directors using these criteria:

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| 1. Member of Band and Chorus for 2 years | 3. An Inspiration to others through Leadership |
| 2. Outstanding Musical Achievement & Interest | 4. Above Average Grades and Character |

Jade Muylle Award – Jade was a former Peru student who died during his eighth grade year and was awarded honors posthumously. This award was established by his family in his memory. The recipient is selected according to the following criteria: (1) Member of the 8th grade Graduating Class who attended Parkside all year, and (2) Earned the Highest Cumulative GPA in 8th grade

Presidential Physical Fitness – students are tested in the areas of strength, speed, agility, flexibility and endurance during physical education class. Tests include Pull-ups, Curl-Ups, Shuttle Run, V-Sit and Reach, and the Mile Run. This elite group must score at or above the 85th percentile on all five fitness tests to qualify. (Students scoring above the 50th percentile qualify for the **National Fitness Award**.)

Outstanding Choral – this award is selected by the Choral director using the following criteria:

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| 1. Three year member of Chorus | 3. Demonstrate Effort and Display Leadership |
| 2. Prominent Role in the Spring Musical | 4. Good Academic Standing |

Scholastic Honors: Fifth, Sixth, seventh and eighth grade students who maintain a final cumulative grade point average of 3.4 or better (with no grades lower than a C-) will receive recognition for their outstanding scholastic achievement at the annual Honors Banquet in May. Eighth grade students who earn SH status every year in middle school will receive an additional award at the year-end awards assembly.

DISCIPLINE POLICY & PROCEDURE

Students are expected to conduct themselves in a manner which is respectful to themselves, their family and their school. Behavior which is disruptive to the educational environment of the school, or which is dangerous to persons or property, is prohibited. The following procedures were established, within school board policy guidelines, to maintain discipline within the school. A handbook review committee, in cooperation with local law enforcement agencies, has included policy guideline procedures to establish and maintain a reciprocal reporting system between the school and local law enforcement agencies regarding criminal offenses committed by students. (105 ILCS 5/10 – 20.14) **Rules and policies within this handbook apply to all school-sponsored events, including those occurring off campus, such as but not limited to: sporting events, field trips, fine arts activities, camps and workshops.**

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents and other support personnel to help the student correct his/her behavior. Students will be given an opportunity to tell their side of the story prior to any disciplinary action. All disciplinary actions shall be directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Corporal punishment will not be used as a means of disciplining students. A teacher is granted the right to remove a student from class for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. A Crisis Response Team is trained annually in Crisis Prevention and Intervention (CPI) strategies.

Gross Misconduct, Chronic Disobedience, or insubordination, can result in a **suspension** from school for up to ten days. The parent or guardian of the suspended pupil shall be contacted and a conference will be held to explain the rule(s) violated and the terms of the suspension. A parent may request a meeting with the Superintendent and, if desired, a hearing before the Board of Education to review the suspension. When in the opinion of the authorized administrator, a student poses an immediate threat to self, others, or school property he/she will be immediately removed from the general student population.

A pupil may be expelled only by the Board of Education on recommendation of the superintendent for gross misconduct. **Expulsion** shall take place only after parents or guardians have been requested to appear at a meeting of the board to discuss their child's behavior. Such requests shall be made by registered or certified mail, and shall state the date, time, place and purpose of the meeting.

When a student is serving an assigned out-of-school suspension, or has been expelled from school, he/she is NOT allowed to be on school property unless under the direct supervision of his/her parent or guardian. Unaccompanied students will be considered trespassers, and the proper authorities will be notified.

Gross Misconduct is a more serious or chronic type of disobedience that will most often result in suspension or expulsion (BP 7:190). Examples include, but are not limited to:

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| 1. Bullying, Harassment and Intimidation (BP 7:20) | 10. Possession of Drug Paraphernalia |
| 2. Fighting, Assault, Battery | 11. Possession or Use of Fireworks or Explosives |
| 3. Gang Activity or Involvement | 12. Possession or Use of a Weapon or Look-Alike |
| 4. Insubordination and/or Obscenity | 13. Setting False Fire Alarms |
| 5. Possession or Distribution of Pornography | 14. Striking or Threatening any Student or Staff |
| 6. Possession, Distribution or Use of Tobacco | 15. Use of Electronic Shocking Devices |
| 7. Possession or Use of Matches or Lighters | 16. Misuse of Technology/Electronic Equipment |
| 8. Possession or Consumption of Alcohol | 17. Theft or Damage to School Property (BP7:170) |
| 9. Possession, Distribution, or Use of Illegal Drugs or Look-Alikes | |

Discipline and Special Education Students:

Special Education students are expected to abide by the regular school discipline rules. However, it is recognized that disabilities may cause inappropriate conduct which an exceptional student may not rationally be expected to control. In these cases, Parkside School will follow the strategies established by IDEA 97 and will comply with all regulations. Appropriate individualized behavior interventions will be used with disabled students when such a student is unable to conform to regular school discipline rules. Inappropriate behaviors, if repeated or deemed substantially disruptive to the educational process, will result in a review of placement (BP 7:230)

Behavioral Consequences & Expectations

Teacher Detentions: Date, time, and length of detention is determined by the issuing teacher. Written notice is given to the student in advance of the date the detention is to be served.

Lunch Detentions: students will be removed from their regular lunch and will eat in an alternate area (typically the DSP room). Students may be asked to complete late or missing assignments.

Office Detentions: students will be held after school from 3:20-4:10PM. All office detentions are given in writing at least one day in advance of the date to be served, unless the parent is contacted and grants permission. A copy of the notice will be mailed home. Failure to attend may result in a Saturday Detention.

Saturday Detentions: Saturday detentions are held from 8:00AM to 11:00AM. Students should report to an assigned supervisor at the main (east) entrance of the school no later than 8:00AM. Parents must call by 8:00AM to excuse a student for an emergency or illness. Failure to do so may result in further disciplinary action.

Detention Rules

1. Report to the designated room with homework and their AR or library book.
2. Remain in assigned seat; refrain from disrupting other students in any way.
3. Complete written activities as directed by the supervisor.

Disciplinary Study Program: DSP is the temporary exclusion of a student from classes during the regular school day with an opportunity to complete class work for credit in an alternative setting. Assignments are provided by teachers and students will receive credit if completed. Students who are disruptive or refuse to cooperate while in DSP will be referred to the administration for suspension.

Suspension (BP 7:200): A temporary exclusion from school, assigned by the administration, for a period not to exceed 10 consecutive school days. The office will attempt to notify parents of all suspensions both by phone and by mail.

Expulsion: A permanent exclusion from school for up to two years for serious gross misconduct. Only the Board of Education can expel a student from school (School Code 105ILCS5/10-22.6).

LaSalle County Safe Schools Program - Students who are involved in conduct that is disruptive, serious, repetitive and/or cumulative; have been suspended multiple times; or have been arrested and remanded to court for acts related to school activities are eligible for an Alternative School program for Disruptive Youth. Transportation is provided by the district.

Bus Transportation

Procedures and Expectations:

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| 1. Comply with all rules in the Student Handbook | 7. Keep feet and objects out of the aisles |
| 2. Be on time and wait off the road | 8. Obey the driver promptly |
| 3. Board and exit bus in an orderly fashion | 9. Show Respect for the driver and other students |
| 4. Remain seated until the bus has stopped | 10. Get on and off only at the designated stop- |
| 5. Keep your voice low | <i>students are not allowed to ride a bus home with</i> |
| 6. Keep head, arms, and hands inside the bus | <i>a friend, even with a note of parent permission</i> |

Bus Discipline: The driver will make a written referral to the Dean for bus misconduct. The following sequence of discipline will normally be followed. However, students may be excluded from riding the bus and be otherwise disciplined by suspension or expulsion for extreme misconduct on the school bus (BP 7:220).

First Referral: Written warning and parent contact.

Second Referral: Loss of bus riding privileges for up to two days and parent contact.

Third Referral: Loss of bus riding privileges for up to 2 weeks and parent contact.

Fourth Referral: Loss of bus riding privileges for the semester and parent contact.

Fifth Referral: Loss of bus riding privileges for remainder of the school term and parent contact.

CLARIFICATION OF DISCIPLINARY TERMS

Bullying, Intimidation and (Sexual) Harassment (BP 7:20, 7:180, 7:190) - Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment (offensive acts or comments that are sexual in nature, whether intended or not), 'sexting', public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a teacher, building administrator or other trusted adult. 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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, detention, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Cyber-Bullying: It is considered a parental responsibility to monitor off campus cyber activities and manage disruptions created by them. Sending or posting harmful or cruel text, images or video, directed toward students or staff, using computers, cell phones or other devices is deemed inappropriate. Off Campus Cyber-Bullying that results in a substantial disruption to the school environment (as determined by the administration) constitutes grounds for investigation, parental contact and possible discipline.

Cheating: If a student is confirmed to be cheating, parent contact will be made by the teacher, and the student will be referred to administration for possible disciplinary action. The student will receive a '0' on the assignment or in the case of a test, must make arrangements to retake the exam for a maximum grade of 70%. Subsequent offenses will result in an automatic '0' for tests and assignments and an office referral. (BP 7:190)

Drugs/Controlled Substances: anyone possessing or consuming any legally controlled substance as outlined in Chap. 56, Section 1201-1215 of the Illinois Revised Statutes (including, but not limited to accessory paraphernalia and the like), or any substance reported or represented to be a legally controlled substance, except those specifically prescribed for the student by a licensed medical authority, while on school property or attending school activities, will be subject to suspension or expulsion from school and reported to the appropriate law enforcement agencies.

Fighting and Self Defense: The exchange of mutual physical contact, such as pushing or hitting, with or without injury is considered fighting. Without clear and convincing evidence that a participant attempted to avoid the confrontation, all parties will be disciplined. It is the duty of any person threatened to use precautionary measures to prevent an attack and not contribute to it in any way. There should be an attempt to retreat and contact a supervising teacher to neutralize a hostile situation without escalating it.

Gangs and Gang Related Activities: The presence of or student involvement in gangs or related activities on school grounds or at school events is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion. (Board Policy 7:190). The term "gang" shall mean any organization or group composed wholly or in part of students, whose purposes include the commission of illegal acts. No student on or about school property or at any school activity shall:

1. Wear, possess, write, distribute, display or sell clothing, jewelry, signs, symbols or items which are evidence of affiliation with any gang.
2. Commit any act, or use any speech, either verbal or nonverbal (i.e. gestures, handshakes) showing membership or affiliation in a gang.
3. Use any speech or commit any act or omission to further the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting others for membership
 - b. Requesting a person pay protection or otherwise intimidate or threaten any person;
 - c. Committing any other illegal act or other violation of school district policies;
 - d. Inciting other students to act with physical violence upon any other person.

Insubordination: Students have an obligation and responsibility to follow verbal or written instructions from any faculty member, and to identify themselves to any staff member in regards to their behavior. Willful and deliberate refusal to do so is considered insubordination and will result in disciplinary action.

Obscenity: Obscene or vulgar language, either written, verbal or expressed by symbols or gestures, will not be tolerated. Profanity directed to school personnel will result in a suspension.

Police (and other Agency) Interviews: The principal's office shall manage requests by police or other agency officials (such as, but not limited to DCFS or YSB) to interview students at school (BP 7:150). These interviews may be initiated by the police or by the school. Before a police officer will be allowed to speak with a student, a reasonable attempt will be made to contact a parent. If a parent cannot be reached, the officer WILL be allowed to speak with the student(s) as requested.

Reciprocal Reporting Act: Illinois statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement and the IL State Police within one-three days of the incident. (105 ILCS-5/10-27.1B; 5/27.1A; 5/34-8.05; 5/10-21.7)

PA 88-376 addresses violence and criminal activities in school.

1. Each school district shall designate a person to communicate with local law enforcement.
2. The school and law enforcement designees will meet as needed to share information.
3. The school designee will report all activities occurring on school property, off school grounds, or against school personnel.
4. The State's Attorney will provide the school with a copy of the any delinquency dispositional order involving weapons offenses.
5. Local law enforcement will notify school designee of all arrests related to but not limited to weapons, criminal gang activity, or drugs. Notice of all convictions will be made if the record involved a student who is arrested after his or her 17th birthday.

Search and Seizure – to maintain order and security in school, school officials are authorized to conduct reasonable searches of school property and equipment (such as lockers or desks). Searches may be conducted without notice to or the consent of the student. Students have NO reasonable expectation of privacy in these places or areas, or in their personal effects left there.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, book bags lunch boxes, etc.) when there is reasonable suspicion that the search will produce evidence that the student has violated the law or is in violation of the student handbook. (BP 7:140)

The administration may request the assistance of law enforcement officials to conduct inspections and searches of these spaces for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Weapons - firearms, BB or pellet guns; objects which could be used to cause bodily harm (ie. knives, brass knuckles, clubs, bats); or "look-alikes" of any items described above are prohibited at school (BP 7:190)

The Gun Free Schools Act of 1994 imposes a mandate upon states requiring expulsion for a period of not less than one year for students who are determined to have brought a firearm to school. Modification of this requirement by the Superintendent is possible for individual students on a case-by-case basis. Police referrals will be made for violators of the district gun policy.

SCHOOL PROCEDURES AND INFORMATION

Accidents: All accidents which result in injury at school must be reported to a teacher or the principal's office immediately so that an accident report can be completed.. Under no circumstances should a student leave the building because of injury unless leaving with the parent or his/her designee. Parents will be notified by the nurse or the principal's office when their student is injured.

Asbestos: The District complies with all regulations relative to asbestos abatement. Please contact the Superintendent's Office for further information, or to review the inspection/management plan.

Bags/Backpacks: Students are not allowed to take backpacks, bags or large purses into classrooms.

Bicycles: Students riding bikes to school should park them appropriately in the bike racks provided at the south and east side of school. The school cannot be held responsible for damage or theft when bikes are parked on school grounds.

Cell Phones: Cell phones are not allowed in class and should NOT be used before school or during the school day (including lunch) for any reason. Phones discovered during these times are subject to confiscation until picked up by a parent or guardian. Cell phones brought to school must be turned off and stored in a locker. **Using cell phones or other electronic devices to text, call, take photos, post or upload pictures/messages, or otherwise communicate while on school property without direct and specific permission from a staff member is prohibited.** Students caught using cell phones without permission may earn a Saturday detention or DSP.

Chewing gum: Chewing gum is permitted at Parkside School, except in designated areas such as PE, Music and Band, or when used in a disruptive or inappropriate manner.

Computers and Technology: Use of district computers, printers, software, and related items is a privilege, not a right. It is the student's responsibility to treat the equipment with care and to report instances of misuse. Every student and their parent must read and sign an Acceptable Use Policy (AUP) before using the internet or computers. Though efforts will be made to avoid access to inappropriate internet sites, students are ultimately responsible for the sites they access. Social Networking sites, Instant Messaging and downloading of music or software are not permitted. School issued Google email accounts shall be used only for appropriate school-related assignments and activities. Violating the AUP will result in a loss of computer privileges.

Conferences: Parent-Teacher conferences may be initiated by parent or teacher as the need arises. Regularly scheduled conferences will be held after the first trimester, and every parent is invited and encouraged to attend. A second optional round of conferences will be held in the spring. Any parent wishing to confer with a staff member may contact them by phone or email to make an appointment.

Dances: School-sponsored dances may be offered throughout the school year. Students who are absent on the day of a dance are not eligible to attend. Further, students who have been suspended will not be allowed to attend the next scheduled school dance. Dances are open to Parkside students only unless designated otherwise by the sponsoring group, ie. Student Council or Yearbook.

Deliveries: Items such as flowers and balloon bouquets will not be delivered to classrooms as they are distracting to the educational environment. Students will typically be called to the office to pick up PE clothes, homework, or personal items that are dropped off.

Discrimination Policy: (BP 7:10) Peru Schools will provide equal opportunities for students and staff without respect to race, sex, religion, national origin, or physical or mental handicap.

Dress Code: School attire must be neat, clean, opaque, and may not disrupt the educational environment. Shoes are required at all times. Pants must be worn above the hips and tops may not expose cleavage. Leggings and tight yoga pants must be covered by opaque material below the buttocks. Bare midriffs, short shorts, spaghetti straps, strapless tops, halter tops and other attire deemed inappropriate by the faculty or administration are not permitted. All undergarments should also be covered by an opaque material. Coats, sunglasses, gloves and head wear including but not limited to (hats, bandanas or hoods) will not be worn during the school day without specific permission. Sweatshirts and T-shirts must be in good taste; may not reference illegal substances, beer, or tobacco products; and not be offensive to sex, creed, or race. Wallet chains are not permitted at school. No student on or about school property or at any school activity shall dress or display any clothing, jewelry, emblem, badge, symbol, sign, or other item that is evidence of membership or affiliation in any gang.

Electronic Devices: Individual student e-Readers such as Kindles, Nooks or iPads are allowed at school for reading purposes only. Students must complete a "Request for Use" document and have it signed by a parent and administrator before bringing the device to school. All e-books should be downloaded at home, and access to the internet is prohibited while at school. Students should not bring iPods, MP3 players, video games, cameras, CD players, etc. without specific permission from staff. The school assumes NO responsibility for any items lost or stolen. Using cell phones or other electronic devices to text, call, take photos, post or upload pictures/messages, or otherwise communicate while on school property without direct and specific permission is prohibited. Misuse may result in a loss of privilege or disciplinary action.

Email: School issued email accounts shall be used only for appropriate school-related assignments and activities. Violating this policy may result in disciplinary action and a loss of privilege.

Field Trips/Assemblies are a privilege, not a right, of each student. Those with behavior concerns may be required to have a parent chaperone for any curriculum-based field trip. Students with more than five office referrals throughout the year, 10% absenteeism, excessive tardiness, or two failing grades or an out-of-school suspension during the 3rd Trimester may be excluded from End-of-Year Field Trips. Cell phone use is generally not allowed on field trips, but specific permission may be granted for some individual events.

Graduation Ceremony: The graduation ceremony is a privilege reserved only for students attending Parkside School to celebrate successful completion of the curriculum. Students must earn this right both academically and behaviorally. Students with chronic or severe behavioral or attendance problems may have this privilege revoked.

Home Bound Instruction (BP 6:150): Parents of students who will have extended absences may apply for home tutoring by having the proper forms completed by a physician and filed with the superintendent.

Insurance: Accident Coverage is provided for all students as a benefit of Peru Public Schools' membership in the Workers' Compensation Self-Insurance Trust. This coverage will provide insurance for students injured in school activities during the school year. Parents who wish to purchase additional options, such as 24 hour coverage, and a dental extension, may pick up information in the district office.

Lost & Found: The "lost and found" is located in the Cafeteria. All "found" articles should be brought to the office. Items will be donated to a charitable organization at the end of each month if not claimed. Parents may call the school office to check for lost items.

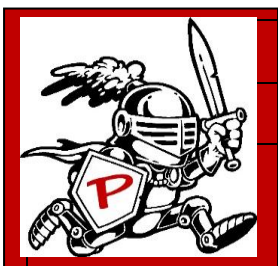
Lunch: Students may bring a sack lunch or purchase a school lunch at a cost of \$2.25, \$.40 reduced price or free to qualifying students. Menus are posted in homerooms and on the school and district website. Two entrée choices are available each day, as well as cold sandwiches, hot subs, salads, wraps and other healthy snacks for ala carte purchase. Students are given a debit card attached to a lanyard in homeroom each day, and the card should be returned at the end of the day. **LUNCH CARDS SHOULD NOT BE TAKEN HOME.** *See fees on page 3 for replacement costs.* Students with four lunch cards violations earn a lunch detention.

Lunch balance information is available on our website. Students with a negative balance, or no lunch card, will not be allowed to purchase ala carte items. These students will be offered a lunch which may include an alternate entrée, such as a cheese sandwich. As a courtesy to parents, reminder emails with balance information will be sent home weekly and students with negative lunch balances will receive a daily written reminder. Remaining lunch balances will be automatically transferred to the next school term. Eighth grade balances may be transferred to a sibling or refunded prior to graduation.

Medication: Any medication (including over-the-counter cold medications and aspirin) required by a student is encouraged to be administered outside of the school day. The school nurse will distribute medications to those students requiring medication during the school day. In order for students to receive their medication in an efficient manner, the following guidelines must be followed:

1. Medications will be administered daily during an assigned time frame. **PARENTS MUST BRING THE MEDICATION IN ITS ORIGINAL CONTAINER**, and must present a completed Medication Request and Authorization Form signed by the parent and the prescribing physician.
2. Over the counter medications such as Tylenol, cold medications, etc. will not be given by the school nurse unless brought in by the parent with a Medication and Authorization Form from the physician stating the reason the medication is to be given, and any side effects. The medication is to have the student's name on it, be in its original container and be brought to the school nurse to be kept in a locked cabinet until needed.
3. Medications needing refrigeration **WILL NOT BE DISPENSED** at school due to an inability to store them in a locked cabinet.
4. With any new medication, the Initial dose **WILL NOT** be administered at school by the RN. This must be given at home or in the doctor's office.
5. Prescribed medications must be stored at school in the prescription bottle, clearly state the student's name, medication name, dosage, frequency and administration instructions.
6. Students are generally not allowed to self-medicate. Exceptions to this may include students needing asthma medications, or Epi pens for allergic reactions to bee stings. A Self-Administration of Medicine Form must be filled out by the prescribing physician, and the parent or guardian, and kept on file.
7. **MANY OF THE MEDICATIONS ADMINISTERED TO STUDENTS ARE CONTROLLED SUBSTANCES AND SHOULD NEVER BE SENT TO SCHOOL WITH A STUDENT. PARENTS MUST BRING ANY MEDICATIONS TO THE SCHOOL. THERE WILL BE NO EXCEPTIONS TO THIS RULE. THE SCHOOL NURSE WILL SEND THE EMPTY PRESCRIPTION BOTTLE HOME WITH THE STUDENT.**
8. **UNDER NO CIRCUMSTANCES WILL MEDICATIONS, PRESCRIPTION OR OVER-THE-COUNTER, BE DISTRIBUTED UNLESS THE ABOVE GUIDELINES ARE MET.**

PBIS: Positive Behavior Intervention and Supports is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. Our *Raider Rules*: Be Respectful, Be Responsible, Be Safe, are taught to students early in the school year and are emphasized and reinforced throughout the year. By following these rules, students can earn Raider Reward tickets which can be redeemed for incentives inside the classroom, or bi-weekly in the Raider Store.



Raider Rules for Positive Behavior

	Be Respectful	Be Responsible	Be Safe
In the Classroom	<ul style="list-style-type: none"> • Respect yourself, others & property • Use quiet voice and appropriate language • Be an active listener and participant • Have a positive attitude 	<ul style="list-style-type: none"> • Ready and Here (On time with necessary materials) • Leave No Trace 	<ul style="list-style-type: none"> • Follow Emergency Procedures • Use Equipment and Materials appropriately
In the Hallway	<ul style="list-style-type: none"> • Respect yourself, others and property • Use quiet voice and appropriate language • Stay to the right 	<ul style="list-style-type: none"> • Keep Lockers and Hallways clean and secure • Leave No Trace • Go directly to your designated area 	<ul style="list-style-type: none"> • Follow Emergency Procedures • Report and Respond to unsafe behaviors • WALK at all times
In the Cafeteria or Outdoor Areas	<ul style="list-style-type: none"> • Respect yourself, others & property • Use quiet voice and appropriate language • Show good sportsmanship in games or activities • Move quietly to and from lunch 	<ul style="list-style-type: none"> • Ready and Here (On time with necessary materials) • Leave No Trace 	<ul style="list-style-type: none"> • Follow Emergency Procedures • Report and Respond to unsafe behaviors • Use Equipment and Furniture appropriately
On the Bus	<ul style="list-style-type: none"> • Respect yourself, others and property • Use quiet voice and appropriate language • Obey the driver 	<ul style="list-style-type: none"> • Ready and Here (On time with necessary materials) • Leave No Trace • Be ready for your stop 	<ul style="list-style-type: none"> • Follow Emergency Procedures • Report and Respond to unsafe behaviors • Follow Bus Safety Rules (Remain seated at all times and keep isles clear)
During Assemblies and Field Trips	<ul style="list-style-type: none"> • Respect yourself, others & property • Use quiet voice and appropriate language • Be an active listener and participant • Be a positive representative of your school 	<ul style="list-style-type: none"> • Ready and Here (On time with necessary materials) • Leave No Trace 	<ul style="list-style-type: none"> • Follow Emergency Procedures • Follow entrance and exit procedures • Stay with assigned Teacher or Chaperone
In the Bathrooms and Locker Rooms	<ul style="list-style-type: none"> • Respect yourself, others & property • Use quiet voice and appropriate language 	<ul style="list-style-type: none"> • Use Bathroom facilities appropriately • Return to class promptly • Use proper hand washing techniques 	<ul style="list-style-type: none"> • Follow Emergency Procedures • Report and Respond to unsafe behaviors • Use Equipment and Furniture appropriately

Pest Management / Pesticide Application: Structural and landscape pests can pose significant hazards to people, property and the environment. Current laws amend the Acts previously administered to control indoor and outdoor pests. For a full text of the laws, visit www.spcpweb.org. Peru Schools has amended its procedures to comply with all new laws. Parkside School will apply pesticides as needed before or after school, or when students are not in session. (BP 4:160)). If you would like to be informed when pesticides are applied, please contact the district office at 815-223-0486.

Promotion/Retention (BP 6:280): Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the educational team, such exceptions are in the best educational interest of the pupil involved. In accordance with House Bill 452, decisions to promote or retain students will be based on the following criteria:

1. Successful Completion of the Curriculum – passing all core subjects with a 0.50 GPA or higher, and no more than 5 total failing grades for the year.
2. Attendance – no more than 5% unexcused absences or 10% excused by a parents without valid medical documentation.
3. Performance on District Assessments (MAP, AIMSweb, and/or PARCC) which demonstrate appropriate grade level performance or evidence of consistent progress.

Parents will be notified of the final decision in writing. When deemed appropriate by the educational team, students may be offered an opportunity to complete 30 hours of remedial education at the parent's expense, to assure promotion to the next grade level.

Rtl: Response to Intervention is a process designed to help schools focus on high-quality interventions that are matched to student needs. Students are monitored on a frequent basis and the information gained is used by school personnel to make decisions regarding the school's educational program. Students may receive intervention services in the areas of Reading, Math or Behavior. All students will receive Rtl services in a Tiered system. Tier 1 supports are provided to students through the core curriculum and differentiation within the regular classroom. Those needing additional support will receive Tier 2 or 3 Interventions during Raider Time and/or in place of an expo course as needed.

Safety Drills: Fire and disaster drills will be held throughout the school year as prescribed by Illinois law (A minimum of 3 Fire/Evacuation Drills, 1 Bus Safety Drill, 1 Severe Weather Drill, and 1 Law Enforcement Drill). Procedures will be reviewed by teachers and posted in each classroom (BP 4:170).

School Cancellations: When school is canceled because of an emergency, the Blackboard Connect system will be activated and families will receive an automated call and/or text message. An announcement will also be made on local radio stations: **WLPO 1220 AM or WLRZ 100.9 FM**, or at www.wajk.com.

Sex Offender Registry: (PA94-994) The Illinois State Police hosts a website that houses the names, addresses and other information on registered sex offenders. Please consider this formal notification that this information is available to monitor the location of sex offenders in Peru, or any location in Illinois. The Illinois State Police website is www.isp.state.il.us/sor. A second website with similar information is www.familywatchdog.us.

Sex Education Exemption: Parents may submit a written request to exempt their son or daughter from sex education and/or AIDS education.

Shocking Devices – shocking devices and laser pens are NOT allowed in school at any time. Items brought to school are subject to confiscation and will be referred to administration for disciplinary action.

Skateboards & Rollerblades: Skateboards and rollerblades are not allowed on school property. They should not be brought to school even if carried as adequate locker storage is not available.

Substitutes: Students will continue with school work and activities in the same manner expected when the regular classroom teacher is present. Students sent to the office by a substitute teacher will be disciplined by the principal, dean or designee.

Supervision: Teacher supervision begins at 8:05AM. Students should NOT be on school property before this time without specific permission. Students will enter the building at 8:17AM, unless they have been issued a pass from a teacher. School is dismissed at 3:15 PM with the exception of Fridays and the day before a holiday, which are 2:00PM dismissal days. Supervision lasts until the buses depart and most students have left campus.

Supplies: Students are responsible for purchasing their own supplies. Grade level supply lists are provided at registration and are available online.

Telephone: Students with valid cause may use the office phone when they have teacher permission. Those with excessive requests may be denied or limited. All calls must be logged by name, date and phone number. Personal cell phones may NOT be used during school hours.

Testing: Students will be given achievement and ability index tests throughout their school career. The MAP Assessment is given two times per year, AIMSweb will be used to benchmark and monitor student progress in Reading and Math up to three times per year, and the required state assessment: Partnership for Assessment of Readiness for College and Careers (PARCC) is administered in March and again in May. Testing serves as a means to study and evaluate student progress and plan for curricular improvements. Results will be sent to parents as they become available.

Textbooks: The Board of Education furnishes texts to students on a fee basis, and all texts remain the property of Peru Elementary Schools. Textbooks should be covered to protect them from potential damage. If a book is lost or destroyed, the student shall pay a replacement cost of \$30. Damage from misuse, deliberate marking, tearing or defacing of books (including library books) is just cause for fines to be assessed. Students are responsible for their own library books and texts, and must return the exact book issued to them.

Transfers: Students moving from the district should notify the principal's office, preferably three days prior to their last day. Student records will be mailed to the receiving school when a written request is received and the address of the receiving school is provided. Students are given copies of their Illinois School Physical, Current Grades, and the Student in Good Standing Form to take to their receiving school at time of enrollment.

Treats and Snacks: Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats must be store bought and prepackaged in individual servings. Treats must have a clearly written list of ingredients and may not contain peanuts or peanut products. No items requiring refrigeration will be accepted. We strongly encourage you to select a healthy treat or snack with nutritional value.

Visitation: Parents are welcome and encouraged to visit classes. Although parents are welcome at any time, American Education Week in November provides an excellent opportunity to see learning in action.

Student visitors from other schools are not allowed since they present a distraction to an orderly educational process. **All visitors to the school must report to the principal's office when entering the building.** NO visitor is allowed into the building without first securing permission from the principal's office and obtaining a visitor's pass.



EXTRA CURRICULAR ACTIVITIES

The following information is to be considered a quick reference only. Please refer to the Athletic Handbook for further and more specific information.

Extracurricular activities are privileges extended by the district to students who wish to participate and who agree to comply with all of the rules and regulations established for each respective activity. Compliance allows for ongoing participation in the particular activity. Failure to comply with the rules and regulations shall result in appropriate sanctions as identified in the district progressive discipline policy and the consequences identified in writing by the coach/sponsor and approved by the principal.

Extra Curricular Choices:

Co-educational: Scholastic Bowl, Cheerleading, Student Council, Variety Show, Ranger Club, Yearbook, Spring Musical, Intramurals, Spelling and Geography Bee.

Girls Athletics: 5th - 6th - 7th - 8th Basketball and Volleyball, 6th-8th grade Softball and Track

Boys Athletics: 5th - 6th - 7th - 8th Basketball, 6th-8th grade Baseball and Track

Attendance: Students participating in any extra-curricular school activity must be in attendance for a full day on the day of the scheduled event, and are subject to the same rules, regulations and behavioral consequences as apply during the regularly scheduled school day.

Awards: Students who participate any extracurricular activity (Athletics, Scholastic Bowl, Ranger Club, Yearbook, Student council) will be presented a school letter 'P' upon completion of their first activity only. Additionally, they will receive an activity specific pin for each (i.e. a Basketball, Volleyball, etc.)

Concussion Policy: A student athlete who exhibits signs, symptoms or behaviors consistent with a concussion in a practice or game will be removed from participation. Any athlete who has been removed from an interscholastic contest for a concussion, or head injury, must be cleared to play by a licensed physician or certified athletic trainer before being allowed to return to practice or competition.

Eligibility: In order to participate in IESA activities, students must receive passing grades in all subjects. Academic eligibility is checked weekly in accordance with IESA regulations. Grades shall be accumulative for the grading period which the student is practicing or competing. This regulation also applies to managers. Eligibility is checked on Friday and is enforced from the following Monday through Saturday. Students failing to meet academic eligibility may practice but not compete. Ineligible students are required to attend Project Success during the week of their ineligibility. Those who are ineligible for three consecutive weeks, or five cumulative weeks will be removed from the team.

STUDENT RECORDS

Permanent Record: The student's permanent record includes the courses taken, grades, attendance record, accident reports and health records, dates of enrollment, and a record of release of permanent record information. It also includes the student and parent's names and address, telephone listing, birth date, birthplace, gender, and previous schools attended.

Temporary Record: A student's temporary record will be maintained by the district for 5 years. Temporary records include achievement test scores, school ability index scores, discipline records, birth certificates, a special services form, and special education records.

Maintenance of Records: Parents desiring to review records may submit a written request to the principal. A review shall be in the presence of the school principal or principal's designee. Student records may be made available, without parent permission, to certain state and local officials who are a part of a juvenile justice system established by state law. The disclosure must relate to the system's ability to effectively serve, prior to adjudication. (105ILSC 5/10-20.14) Schools are not required to notify parents or students of the existence of a subpoena for student records. (IL School Student Records Act, Section 6, 105 ILSC 10/6)

Transfer of Student Records: The school will send an unofficial record of student grades, a copy of the students Illinois school physical, and a Student in Good Standing form with the student at the time of withdrawal. A copy of all student permanent records will be sent when we are provided with the name and address of the receiving school and a request for records is received from this school. A parent may not challenge grades which are on the permanent record and may not challenge any references to expulsion or out of school suspension, if the challenge is not made until the time the student's school records are forwarded to another school to which the student is transferring.

The Family Education Rights and Privacy Act: FERPA affords parents and students over age 18 ("eligible students") the following rights with respect to the student's education records:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, The District will notify them of the decision and advise them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, or medical consultant); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Dept. of Education 400 Maryland Ave, SW, Washington DC 20202-4605

Peru Public Schools District #124

Student Internet/Technology Acceptable Use Policy

Access to the Internet (BP 6:235):

The global electronic community, commonly referred to as the information Superhighway or the "Internet," is a very valuable resource for education. The Internet, (including, but not limited to, Internet sites, pages, files, e-mail, on-line services, and bulletin board systems and all other District intranet systems) provides access to a vast array of resources which can be used to support the curriculum by facilitating resource sharing, innovation, and communication. The School Board's goal is to include the resources of the Internet in the District's instructional program where appropriate to increase learning and improve instruction. The Superintendent or designee will develop an implementation plan for this policy, which will include administrative procedures for employees and student use of the Internet. Use is a privilege, not a right, and therefore can be suspended or revoked. All use of the District's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to district and building discipline codes and all other District Policies.

Student use of the Internet will be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. Selection of materials, sites, services, bulletin board systems, etc. from the Internet shall comply with the Board's selection policy for instructional materials and library-media center materials. Teachers may, consistent with this Policy, the Student Agreement for Internet Access and with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The Internet may be used in a variety of formats. These include email; teacher-selected material in a prescriptive setting; and "live" Internet interaction, in which material is not pre-selected. Each district employee must sign the District's *Employee Agreement for Internet Access* as a condition for using the District's Internet connection.

Student use of Internet interaction may only occur with specific authorization from a certified teacher. Student use is subject to the Student *Permission for Internet Access* and requires student and parent acceptance of its terms and conditions. Student Internet interaction must be under the direct supervision of school personnel.

General rules for behavior and communications, as stated in the District's and schools' codes of conduct, apply when using the Internet, whether the electronic connection is made at school or remotely through school district network interfaces. The failure of any student or district employee to follow the terms of this policy or its administrative procedures, rules, or regulations will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Electronic communications and downloaded material may be monitored, read, edited, or traced by school administrators. Neither the School District nor its Administrators, agents, successors, or assignees, are responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved by the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from Student access to the Internet.

Student Permission for Internet Access

Each student and his or her parent/guardian must sign the Permission before the student is granted access to a live Internet connection. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Permission* does not attempt to state all required or proscribed behavior by users.

However, some specific examples are provided. The failure of any user to follow the terms of the *Permission for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use** – All use of the District's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to district and building discipline codes.
2. **Privileges** – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building administrator will make all decisions regarding whether or not a user has violated this *Permission* and may deny, revoke, or suspend access at any time; his or her decision is final. Violations of the code of conducts or professional requirements may result in the loss of privileges and employee or students discipline. Due Process will be given commensurate with the seriousness of the offense.
3. **Unacceptable Use** – The user is responsible for the users' actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document.
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or State regulation.
 - b) Unauthorized access or downloading of software, electronic files, email, or other data.
 - c) Downloading copyrighted material for other than legal personal or permitted professional use.
 - d) Using the network for private financial or commercial gain.
 - e) Wastefully using district resources, such as file space.
 - f) Gaining unauthorized access to resources or entities.
 - g) Invading the privacy of individuals.
 - h) Using another user's account or password.
 - i) Posting material authored or created by another without his/her consent.
 - j) Posting anonymous messages.
 - k) Using the network for commercial or private advertising.
 - l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - m) Using the network while access privileges are suspended or revoked.
 - n) Publishing or otherwise disseminating another person's identity, personal information, account, or password without their consent.
 - o) Using the network for unauthorized product advertisement, political activity, promoting or encouraging the use of illegal or controlled substances.
 - p) Forgery or alteration of email.
 - q) Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms, or otherwise waste work time on activities not school-related.

4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not use vulgarities or other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications/information accessible via the network to be private property.
5. **No Warranties** – This District makes not warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Permission.
7. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network, at the sole discretion of the Administration.
8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of malicious software, including computer viruses, Trojans, etc. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The District will use the legal system to seek restitution.
9. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs, or any other unauthorized Internet related charge.
10. **District Purchase of Goods and Services** - Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.
11. **Personal Responsibility** – By signing this Permission, you are agreeing not only to follow the rules in this Permission, but also are agreeing to report any misuse of the Network to the person designated by the school for such reporting. Misuse means any violations of this Permission or any other use that is not included in the Permission, but has the effect of harming another or his or her property.

12. Internet Safety

a) General Warning; Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school personnel.

b) Personal Safety

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address, or telephone number. Do not use your real last name or any other information, which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or private setting.

c) Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information for internal administrative purposes or approved educational projects and activities.

d) Active Restriction Measures

The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. It is impossible to control all material and a user may discover inappropriate material. The appropriate response to finding such material is to immediately exit the site, notify the supervising personnel, and not return to that material. The School may also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other materials, which is inappropriate for minors.

- 12. Failure to Follow Permission** – A user who violates this Permission, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student’s enrollment in the School District. A user violates this Permission by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Permission if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in any such circumstances.