

## **PARENTS**

*A parent/teacher advisory committee developed within school board policy guidelines, this student handbook which addresses discipline. The school furnishes a copy of the handbook to parents/guardians of enrolling students within fifteen (15) days after the beginning of the school year, or within fifteen (15) days after starting classes for a pupil who transfers to the school during the school year. The committee, in cooperation with local law enforcement agencies, shall include policy guideline procedures to establish and maintain a reciprocal reporting system between the school and local law enforcement agencies regarding criminal offenses committed by student. (105 ILCS 5/10 – 20.14)*

*This handbook provides students and families an opportunity to be familiar with the rules, regulations, procedures and other relevant information necessary for the orderly function of the school. It has been structured to promote student progress, as well as in the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.*

*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. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self – discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the affect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook. There is no smoking on school property or at any school sponsored event.*

### **Additional School Rules**

In addition to the rules stated in the handbook, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

### **Disclaimer**

This handbook is not intended to create a contractual relationship with the students rather it is intended to describe the school, its current practices, procedures, rules, and regulations or code of conduct. Membership or participations in a school – sanctioned activity is a privilege and not a property right. Furthermore this handbook may be amended during the year without notice.

### **2009 – 2010 Handbook Committee**

Mark Lamboley, Board of Education member, parent  
Carol Happ, parent/teacher representative (1<sup>st</sup> grade)  
Sarah Funke, teacher representative (art)  
Angie Groezinger, teacher representative (4<sup>th</sup> grade)  
Cindy Vaske, parent/teacher representative (1<sup>st</sup> grade)  
Kathy Heuser, nurse  
Melissa Bosnich, Washington School Principal  
Sara McDonald, Northview School Principal

## TABLE OF CONTENTS

ADMINISTRATIVE WELCOME.....	4
RESPONSIBILITIES.....	5
2009 – 2010 SCHOOL CALENDAR.....	6 – 7
NORTHVIEW STAFF.....	8
NORTHVIEW BUILDING SCHEDULE.....	9
NORTHVIEW TRAFFIC FLOW.....	10
WASHINGTON STAFF.....	11
WASHINGTON BUILDING SCHEDULE.....	12
WASHINGTON SCHOOL TRAFFEC FLOW.....	13
EQUAL EDUCATIONAL OPPORTUNITIES.....	14
Sex Equity.....	14
SCHOOL INFORMATION.....	14
Accidents.....	14
Animals.....	14
Annual Asbestos Notice.....	14
Appropriate Dress.....	14 – 15
Attendance Requirements and Absence Reporting.....	15 – 16
Bicycles.....	16
Books/Supplies.....	16
Cell Phone/Electronic Devices.....	16
Change of Address/Phone.....	17
Computers.....	17
Conferences.....	17
Curriculum.....	17
Deliveries.....	17
Detentions.....	17
Emergency Drills.....	18
Entrance Requirements.....	18
Exemption from Physical Activity or P.E.....	18
Field Trips.....	19
Grading Scale.....	19
Homework.....	19
Intramurals 4 <sup>th</sup> and 5 <sup>th</sup> Grades.....	19
Lost & Found.....	19
Lunch and Breakfast.....	19
Parent – Teacher Club.....	20
Party Invitations.....	20
P.E.....	20
Pesticide Application.....	20
Playground Equipment.....	20
Progress Reports.....	20
Promotion/Retention.....	20
Response to Intervention (Rtl).....	21
School Hours.....	21
School Visits.....	21
Sex Offender Registration Information.....	21
Snow Days/Hazardous Weather/Emergency Procedure.....	21
Special Education Program & services.....	22
Speech and Language Screening.....	22
Student Fee.....	22
Testing.....	22

Truancy .....	23
Waiver of School Fees .....	23
Web Site.....	23
HEALTH/WELL BEING .....	23
Head Lice .....	23
Medication .....	24
Vision and Hearing Screenings .....	24
DISCIPLINE POLICY & PROCEDURE .....	25
Discipline and Special Education Students .....	26
Behavioral Consequences and Expectations.....	26
Parent Notification and Procedure .....	27
General Misconduct.....	27
Gross Misconduct.....	27 – 28
BULLYING/HARASSMENT.....	28 – 30
Bullying.....	28 – 29
Sexual Harassment .....	29 – 30
VANDALISM .....	30
WEAPONS .....	30
GUN FREE SCHOOLS ACT OF 1994 .....	30
STUDENT GANGS AND GANG RELATED ACTIVITIES.....	30
SEARCH AND SEIZURE .....	30 – 31
School Property and Equipment as well as Personal Effects Left There by Students ....	30
Seizure of Property.....	31
SUSPENSION PROCEDURES – DUE PROCESS.....	31
EXPULSION PROCEDURES – DUE PROCESS.....	32
RECIPROCAL REPORTING ACT.....	32
BUS .....	32
Riding Expectations.....	33
Bus Discipline.....	33
Bus Stops.....	33
STUDENT RECORDS .....	34
Permanent Record .....	34
Temporary Record.....	34
Maintenance Record .....	34
Transfer of Student Records.....	34
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....	35
G.A.T.E. (Gifted and Talented Education) .....	36
Goals of G.A.T.E. ....	36
Definition of Gifted .....	36
Criteria for placement of Gifted Students .....	36
Professional Judgment .....	36
Exit Policy.....	36
STUDENT INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY .....	37
Access to the Internet.....	37
Student Permission for Internet Access .....	38
Terms and Conditions .....	38

## ADMINISTRATIVE WELCOME

Dear Parents and Students,

We would like to welcome you to the 2009 – 2010 school year at Northview and/or Washington Elementary Schools. We are pleased to have you as partners in this educational year. Teamwork is an expectation as teachers, parents, and students create child – centered learning environments and focus on the achievement of each child. Our students need your support, involvement, and your encouragement throughout the year. We encourage you to provide opportunities for reading nightly, and to help your child develop good study habits at home. Let's work together to reach our students' educational goals and make this school year a rewarding one.

This handbook will act as a guide to inform you about our schools, school environments, expectations, and accomplishments. Please read your handbook and we ask that you support us when rules and regulations are enforced. Please keep in mind that we must make our decisions for the good of all of our students and not just one individual or special group. This handbook will by no means answer all the questions that you might have concerning our school. Please contact us if you have any questions, problems, or concerns arise. Special note to parents: If you have any questions or concerns during the school year, we hope you will follow the chain of command to resolve the situation.

Please feel comfortable coming to Northview or Washington Elementary. Know that we are interested in your child and want to help in any way we can. These elementary years are crucial to your child's future school success, and we want these years to be as successful as possible.

Sincerely,

Sara McDonald  
Northview School  
Pre K – 1 Principal

Melissa Bosnich  
Washington School  
Grades 2 – 4 Principal

## **RESPONSIBILITIES**

### **Parental**

A successful school experience originates in the home. It is the obligation of the parents, by their teachings and by their examples, to develop in their children the attitudes of respect for the school, the teachers, the Principal, and for other children.

1. Instill a respect for authority, for the rights of adults and other children, and for property.
2. See that your child is neat, clean, and in good health.
3. Ensure daily attendance and promptness.
4. Talk with your child about school activities. Discuss assignments, report cards, and other school communication with your child.
5. Provide supplies, time, place, supervision and encouragement for homework completion.
6. Maintain appropriate regular communication with the school concerning your child's progress, behavior, or significant information that may be useful in making educational decisions.
7. Understand and comply with the rules of the school concerning pupil conduct.

### **Student**

To ensure the best environment for learning, students shall be expected to:

1. Be respectful and cooperate with all figures of authority.
2. Exhibit the type of behavior that requires respect for the community. Act and react in an acceptable age appropriate manner. Acceptance of diversity, regardless of religion, race, national origin, sex, or handicap-all will be treated with respect.
3. Take pride in your work, achievements, personal appearance, courtesy, and the high personal standards you hold for yourself.

### **Staff**

To ensure the best environment for learning, teachers and staff shall be expected to:

1. Be positive role models.
2. Provide a safe, happy, and caring environment for learning and teaching.
3. Employ instructional strategies which encourage the development of self discipline and self-respect.
4. Develop positive behavior management procedures which facilitate learning.
5. Seek conferences with parents in an effort to assist students, academically, socially, or emotionally.

**PERU PUBLIC SCHOOLS**  
**2009 – 2010 SCHOOL CALENDAR**

August 31 .....Teacher Institute Day, No School  
September 1 .....Teacher Institute Day, No School  
September 2 .....First Day of School, Noon Dismissal  
September 3 – 11 .....Staff Development Days, 2:00 p.m. Dismissal  
September 7 .....Labor Day, No School  
October 7 .....Progress Reports  
October 9 .....Teacher Institute Day, No School  
October 12 .....Columbus Day, No School  
October 30 .....School Improvement Day, Noon Dismissal  
November 6 .....End of 1st Quarter  
November 12 – 13 ....Report Cards Issued Parent-Teacher Conferences, No School  
November 25 .....Early Dismissal Day, 2:00 p.m. Dismissal  
November 26 – 27 ....Thanksgiving Break, No School  
December 9 .....Progress Reports  
December 22 .....Early Dismissal Day, 2:00 p.m. Dismissal  
December 23 –  
January 3 .....Winter Break, No School  
January 4 .....School Resumes  
January 22 .....End of 2nd Quarter  
January 27 .....Report Cards Issued  
February 12 .....School Improvement Day, Noon Dismissal  
February 15 .....Presidents Day, No School  
February 24 .....Progress Reports  
March 12 .....School Improvement Day, Noon Dismissal  
March 26 .....End of 3rd Quarter Early Dismissal Day, 2:00 p.m. Dismissal  
March 27 – April 5 ....Spring Break, No School  
April 6 .....School Resumes  
April 7 .....Report Cards Issued  
April 23 .....School Improvement Day, Noon Dismissal  
May 5 .....Progress Reports  
May 14 .....School Improvement Day, Noon Dismissal  
May 31 .....Memorial Day, No School  
June 2 .....End of 4th Quarter  
June 3 .....Teacher Institute Day, No School  
June 4 .....Report Card Day, Last Day of School  
June 7 – 11 .....Reserve/Emergency Weather Days

**PERU PUBLIC SCHOOLS**  
**2009 – 2010 SCHOOL CALENDAR (Late Start Calendar)**

**IMPORTANT:** This calendar will only be used in the event the summer 2009 construction schedule forces the need to start school later. In the unlikely event this is necessary; an announcement will be made by Wednesday, August 12. With either calendar, Fall Registration will be Tuesday, August 18, from 10:00 a.m. - 7:00 p.m.

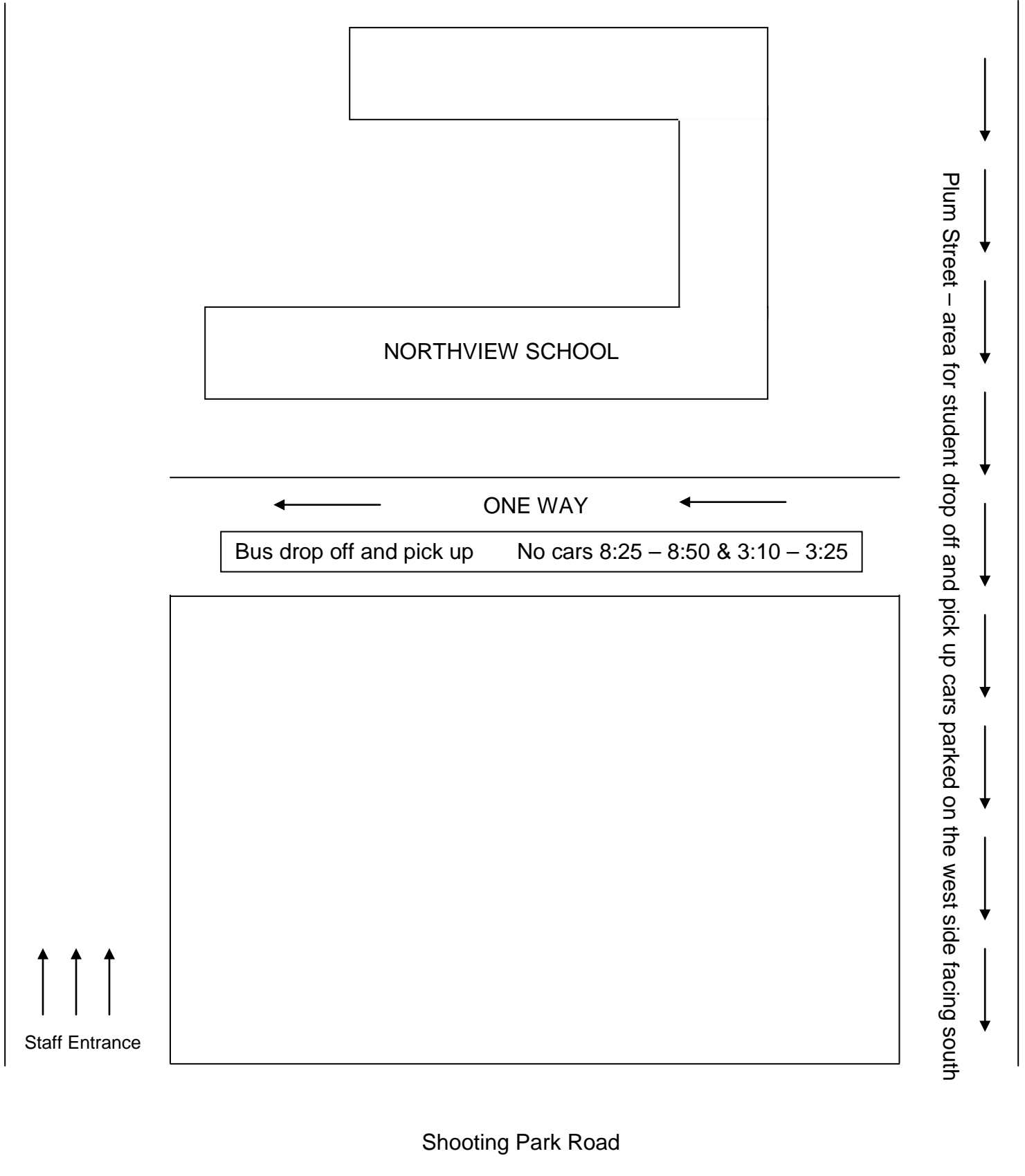
September 7 ..... Labor Day, No School  
September 8 ..... Teacher Institute Day, No School  
September 9 ..... First Day of School, Noon Dismissal  
September 10 – 11.... Staff Development Days, 2:00 p.m. Dismissal  
October 9 ..... Teacher Institute Day, No School  
October 12 ..... Columbus Day, No School  
October 14 ..... Progress Reports  
October 30 ..... School Improvement Day, Noon Dismissal  
November 13..... End of 1st Quarter  
November 19 – 20.... Report Cards Issued Parent-Teacher Conferences, No School  
November 25..... Early Dismissal Day, 2:00 p.m. Dismissal  
November 26 – 27.... Thanksgiving Break, No School  
December 16..... Progress Reports  
December 22..... Early Dismissal Day, 2:00 p.m. Dismissal  
Dec 23 – Jan 3 ..... Winter Break, No School  
January 4 ..... School Resumes  
January 29 ..... End of 2nd Quarter  
February 3 ..... Report Cards Issued  
February 12 ..... School Improvement Day, Noon Dismissal  
February 15 ..... Presidents Day, No School  
March 3 ..... Progress Reports  
March 12 ..... School Improvement Day, Noon Dismissal  
March 31 ..... End of 3rd Quarter Early Dismissal Day, 2:00 p.m. Dismissal  
April 1 ..... Teacher Institute Day, No School  
April 2 – April 5 ..... Spring Break, No School  
April 6 ..... School Resumes  
April 7 ..... Report Cards Issued  
April 23 ..... School Improvement Day, Noon Dismissal  
May 5 ..... Progress Reports  
May 14 ..... School Improvement Day, Noon Dismissal  
May 31 ..... Memorial Day, No School  
June 3 ..... End of 4th Quarter  
June 4 ..... Teacher Institute Day, No School  
June 7 ..... Report Card Day, Last Day of School  
June 8 – 14 ..... Reserve/Emergency Weather Days



## NORTHVIEW BUILDING SCHEDULE

8:40	Supervision begins (teacher aides)
8:45*	Teacher supervision begins
8:55*	School starts
9:00*	Tardy bell
11:50 – 12:10	First Grade play Kindergarten eat
12:10 – 12:30	Kindergarten play First Grade eat
3:25*	Busses load
3:30*	Classes dismiss

**NORTHVIEW SCHOOL TRAFFIC FLOW**



## **WASHINGTON STAFF**

**Phone: 223 – 0301**

Melissa Bosnich, Principal  
Judy Hubbard, Secretary

mbosnich@perued.net  
jhubbard@perued.net

### **Grade 2**

Jane Charbonneau  
Emily Graham  
Jane Mason  
Maribeth Patyk  
Debbie Rounds

jcharbonneau@perued.net  
egramham@perued.net  
jmason@perued.net  
mpatyk@perued.net  
drounds@perued.net

### **Grade 3**

Cinnamon Bosnich  
Carol Happ  
Sarah Hurlburt  
Sally Kampwerth  
Abby Trigg

cbosnich@perued.net  
chapp@perued.net  
shurlburt@perued.net  
skampwerth@perued.net  
atrigg@perued.net

### **Grade 4**

Dana Berg  
Angie Groezinger  
Ellyn Hylla  
Rod Janssen  
Mary Leone

dberg@perued.net  
agroezinger@perued.net  
ehylla@perued.net  
rjanssen@perued.net  
mleone@perued.net

### **Special Education**

Courtney Balestri  
Melissa Cass  
Sharon Ebener  
Gayle Yepsen

cbalestri@perued.net  
mcass@perued.net  
sebener@perued.net  
gyepsen@perued.net

### **Special Areas**

Carolyn Bryant (P.E.)  
Mary Covert (GATE)  
Tracy Jaegle (Reading Lab)  
Chris Kelsey (Music)  
Angie Lamps (Speech/Language)  
Sandy Spelich (Library)  
Sarah Wick (Art)

cbryant@perued.net  
mcovert@perued.net  
tjaegle@perued.net  
ckelsey@perued.net  
alamps@perued.net  
sspelich@perued.net  
swick@perued.net

### **District**

Mindy Davis (Social Worker)  
Kathy Heuser (Nurse)  
Brandi Anderson-Maier  
(Psychologist)

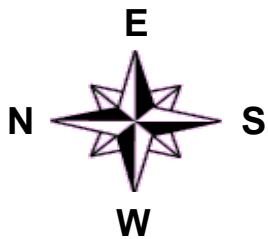
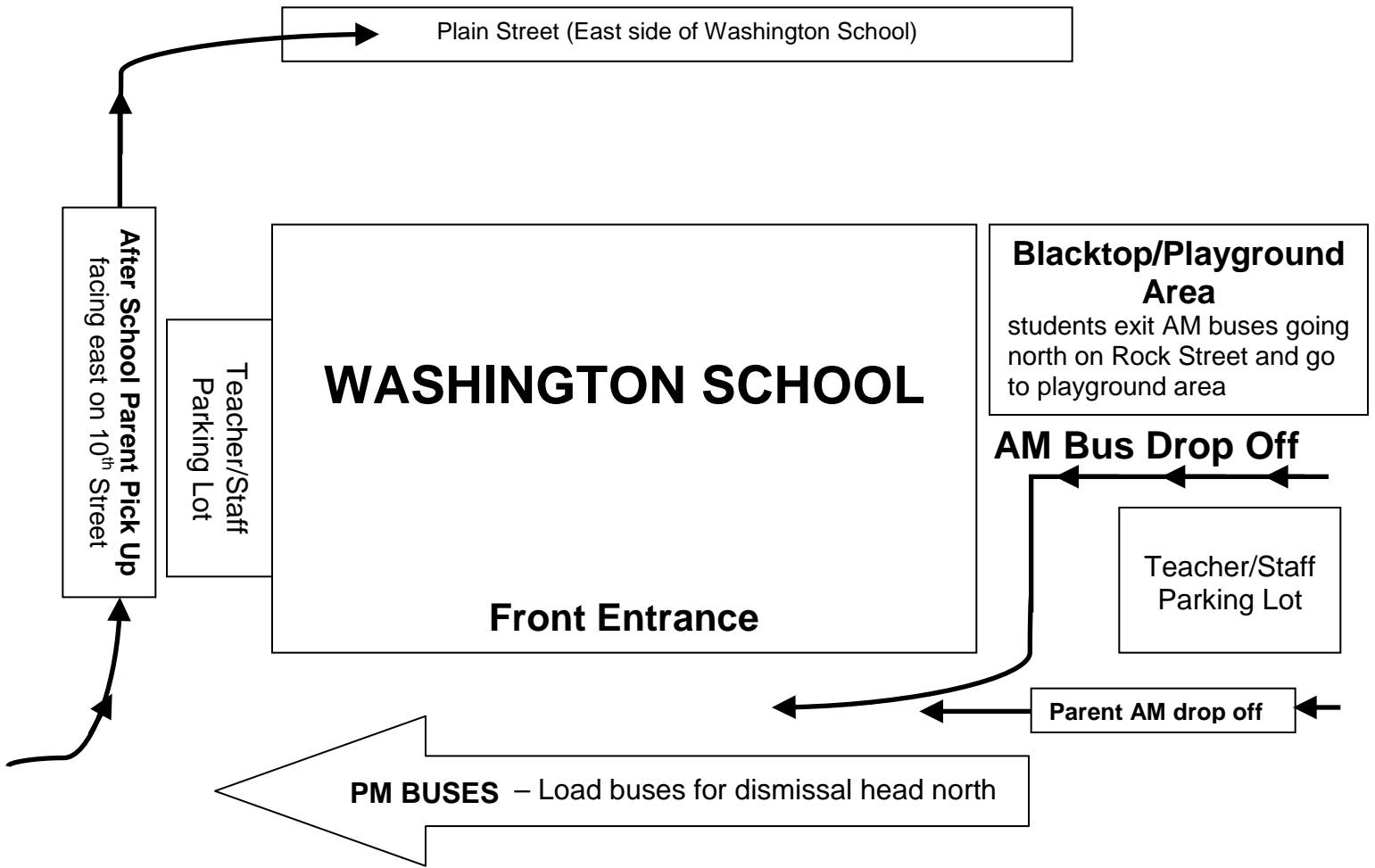
mdavis@perued.net  
kheuser@perued.net  
banderson-maier@perued.net

## WASHINGTON BUILDING SCHEDULE

Phone: 223 – 0301

8:30	Supervision begins on the playground (teacher aides)
8:35*	Teacher supervision begins on playground
8:45*	School Starts
8:50*	Tardy Bell
11:40 – 12:00	4 <sup>th</sup> Grade Eat 2 <sup>nd</sup> and 3 <sup>rd</sup> Grade Play
12:00 – 12:20	2 <sup>nd</sup> and 3 <sup>rd</sup> Grade Eat 4 <sup>th</sup> Grade Play
3:20*	Busses load and classes dismiss for the day

**WASHINGTON SCHOOL TRAFFIC FLOW**



## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability. (Board Policy 7:10)

### **Sex Equity**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. (Board Policy 7:10)

## **SCHOOL INFORMATION**

### **Accidents**

All accidents which occur at school must be reported to the principal's office immediately. Students or teachers should report the particulars as soon as possible. Under no circumstances should a student leave the building because of injury unless leaving with the parent/guardian and/or his/her designee. When possible and in most cases, the parent/guardian will be notified by the principal's office when their student is injured.

### **Animals**

Animals may be brought to school only with permission from the student's teacher and the principal. Dogs, cats, and other pets are not permitted on school grounds, and/or at bus stops during the school day, before and after school.

### **Annual Asbestos Notice**

The District complies with all regulations relative to asbestos abatement. Additional information may be requested from the office of the Superintendent. The inspection/management plan is available for review during the hours of 8:00am and 4:00pm in the Principal's office.

### **Appropriate Dress**

Student behavior is greatly improved, leading to a more productive working environment, when students are dressed appropriately for school. Everyone is expected to dress and be groomed in accordance with acceptable standards of cleanliness and appropriateness. Students' dress and grooming and hairstyles must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. (Board Policy 7:160)

Students are required to dress appropriately for the weather. This includes boots, snowsuits, hats, and mittens for cold weather. Boots are to be worn outside only. When a student wears boots to school they must also have a pair of shoes to wear inside the building. Students must wear tennis shoes for P.E.

Shoes must be worn at all times. Flip-flops, sandals without backs, and high heeled shoes are not recommended footwear. Shoes with wheels in the heels are not allowed on school property. Students wearing these type of shoes will not be allowed to play on the playground equipment nor participate in physical activity of any kind.

### **Appropriate Dress continued**

Items not allowed include, **but are not limited to:** midriff shirts that expose the stomach, apparel that promotes or advertises drugs/alcohol/tobacco/violence/profanity or music groups/individuals. Chains attached to belts or wallets, or worn in any fashion are prohibited.

### **Attendance Requirements and Absence Reporting**

The habit of regular and punctual attendance is strongly related to the success of every student. We ask that you help your child acquire this habit. All absences must be reported to the Principal's office prior to 9:00 a.m. each day your child will not be in attendance. The absence may be called in the night before to our answering machine. If the parent does not call, The School Code of Illinois states that the school makes a reasonable effort to contact the parent to verify an unreported or unexcused absence. (Board Policy 7:70) 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 Illinois School Code, Chapter 122, Articles 26-1 and 26-2, which govern compulsory school attendance laws, excessive absences, and truancy. Students leaving school during school hours must be picked up in the office by the parent/guardian or his/her designated responsible adult. In the event of a child's absence, parent/guardian is expected to obtain make-up work and homework assignments.

Illinois School Code mandates the following attendance guidelines:

*Grades K & 1* – must be in attendance 240 minutes to be credited for a full day or 120 minutes or more to be credited for a half day. *Grades 2, 3, 4, 5* – must be in attendance 300 minutes to be credited for a full day or 150 minutes or more to be credited for a half day.

***Truancy*** – Is an unexcused absence from school for all or part of the school day, as defined by Section 26-2a of the Illinois School Code. Students are considered to be CHRONICALLY TRUANT if they are absent without valid cause for 10% or more of the previous 180 regular attendance days. Consequences for truancy are determined by the repetitiveness and/or nature of the truancy. Parent contacts, referral to school district support systems, or referral to the LaSalle County Truancy Officer may also be made. If your child must be late or absent due to a doctor or dental appointment, you must contact the school with a phone call or turn in a written note stating the reason for the tardy/absence.

***Prearranged Absence*** – The prearranged absence procedure enables a parent/guardian to withhold the student from school for good reason. Prearranged absences must be arranged 48 hours in advance and be approved by the principal. Absences shall be considered unexcused (and the student considered truant) without prior principal approval for these absences. Students who take vacation during the school term are responsible for all make-up work. School work must be completed or arrangements must be made with the classroom teacher. Parents also need to notify the principal and get approval 5 school days in advance of the vacation. Parents are strongly discouraged from taking children out of school during ISAT testing time (3<sup>rd</sup> – 4<sup>th</sup> grade), and MAP Assessment (2<sup>nd</sup> – 4<sup>th</sup> grade). ISAT testing will be March 1<sup>st</sup> – 12<sup>th</sup>; MAP Assessment is held in September and January.

**Excused Absence** – An excused absence meets the following criteria: personal illness or physical disablement (medical documentation will be required for chronic absences); doctor appointments; critical illness or death in immediate family; school related activities.

**Vacations** – Although the school discourages vacations during the regularly scheduled school year, we recognize that some situations make this unavoidable. A vacation request form must be filled out and submitted 7 days before the vacation. Vacation approval will be up to 5 school days throughout the school year. Anything over the number of allowable days will be listed as an unexcused absence. The policy for unexcused absences and truancy will then be followed. Student work that needs to be made up will be collected during the time a child is gone and compiled for the students to make up upon his/her return to school. This procedure will help with assigning students exactly what was covered during his/her absence.

**Unexcused Absence** – Unexcused absence is an unauthorized absence from school, such as: oversleeping, shopping, beauty parlor or barber appointments, visiting relatives or friends, leaving class or school grounds without permission, babysitting, skipping school, “Bring your Son/Daughter to Work Days”, or working at home on school projects. Students leaving school during school hours must be picked up in the office by the parent/guardian or his/her designated responsible adult.

**Extended Absence** – Any absence due to illness or injury that extends beyond three (3) consecutive school days, shall require a medical excuse issued by a person licensed under the Medical Practice Act.

### **Bicycles**

Upon reaching school property, bikes should be walked to the bike racks provided. The school cannot be held responsible for damage or theft when bikes are parked on school grounds.

### **Books/Supplies**

The Board of Education furnishes texts to students on a tuition basis. This is a rental fee and all texts remain the property of Peru Public Schools. If a book is lost or damaged, the student shall pay the replacement cost on a prorated basis. Deliberate marking, tearing or defacing of books is just cause for the student to pay the replacement charge. Each student is responsible for providing his/her own supplies upon receiving the list from his/her various classes. Material that is loaned to the students, such as library books, music CDs, and recorders are property of Peru Public Schools. Each student is responsible for the care and return. If damaged or lost a fee will be charged for replacement.

### **Cell Phone/Electronic Devices**

Students are not to have cameras, cell phones, mp3 players, etc. during school hours. If items are brought to school, the items are to remain in the student’s backpack until the approved time for use. They must be turned off upon entering the school at the beginning of the student’s school day and remain off until the student’s school day has ended unless a supervising teacher grants permission for them to be used or if needed during an emergency that threatens the safety of students, staff, or other individuals. If a student is in violation, the device will be taken to the office for the parent to pick up. The school assumes NO responsibility for any items lost or stolen. (Board Policy 7:190)

### **Change of Address/Phone**

For emergency purposes, we must have updated information on each student. If at any time during the school year a student moves to a different address, the change **MUST** be reported to the school office. Likewise a change in telephone number, the new installation of a telephone, change of work/emergency contacts, or the addition of a cell phone should be reported.

### **Computers**

The use of computers, labs, 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. If a student damages, copies, tampers with or tries to gain access to confidential files or information, he/she will be disciplined, including suspension or expulsion, in addition to paying restitution. Loading of personal software or using disks from home is prohibited. Though efforts will be made to avoid inappropriate access to Internet sites, students are ultimately responsible for the sites they access. Chat rooms and Instant Messaging are not to be used at school. Students **MUST** have permission to send e-mail. Violation of the Internet/Technical Systems Use Agreement policy will result in a loss of privilege for one month (1<sup>st</sup> violation). E-mail is not to be used except under direct supervision. (See page 33 for Student Internet/Technology Acceptable Use Policy)

### **Conferences**

Parent teacher conferences may be initiated by parent or teacher as the need arises. Regularly scheduled conferences are held during the school year, and every parent is invited to attend. Any person wishing to confer with a staff member shall contact the staff member **by telephone** to make an appointment. A standard of reasonableness is encouraged. Parents seeking personal contact or conferences on a daily basis are urged to consider the appropriateness of this request. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period. (Board Policy 8:50)

### **Curriculum**

The kindergarten through grade four (4) elementary school curricula stress reading, language arts, math, science, social studies, art, music, and physical education. Each grade level provides specific curriculum at Meet the Teacher Night. Technology experiences are integrated in many of the learning activities at all grade levels. Students access computers in classrooms and in the computer lab.

### **Deliveries**

Deliveries of flowers, balloons, or other such gifts **will not be made during school**. Deliveries will be refused upon arrival.

### **Detentions**

Detentions will be given in writing 24 hours in advance of the date to be served, unless the parent is contacted and grants permission to stay the same day.

Detentions may be given for behavior or other actions deemed inappropriate or unsatisfactory for the school setting. Detentions can be served Monday – Friday 3:25 – 4:05 p.m. Repeated unserved or skipped detentions will be considered gross disobedience or misconduct and disciplinary action will be at the discretion of the administrator.

## **Emergency Drills**

State law mandates that all schools hold periodic fire and disaster drills. Drills will be held at various times throughout the year. The purpose of these drills is to familiarize students with procedures to follow should an emergency situation arise. The fire alarm is a loud continuous buzzing sound. Student will practice exiting the building in a safe and expedient manner. During a disaster drill, students become aware of the procedures to follow in case of a severe weather emergency. We also practice how to respond should there be a situation in which we need to lockdown the building. There are various levels of lockdown and procedures may vary depending upon the situation. As in all drills, students are aware they must remain quiet in order to hear any directions that are given related to the situation at hand. Should you be visiting the building at any of these times, you will be instructed as to how to proceed. Drill procedures will be posted in the classrooms. (Board Policy 4:170)

## **Entrance Requirements**

Children must be 5 years of age on or before September 1 of the current school year in order to enroll in kindergarten. Required for registration are a copy of the student's certified birth certificate and proof of residency.(Board Policy 7:60) Parent(s)/guardian(s) of children between the ages of six months and six years must provide a statement from a physician that their child was "risk assessed" or screened for lead poisoning in accordance with State law.(Board Policy 7:100) All students are required to show evidence of a physical examination and current immunization records prior to entering kindergarten, grade 6, or when entering the district from out of state (27-8.1 School Code) and (Board Policy 7:100). The physical form must have the "health history" portion of the form signed by the parent; otherwise the physical will not be accepted. All new students who are first time registrants shall have 30 days following registration to comply with the requirements (Board Policy 7:100). Other students not in compliance may not attend school until meeting the requirements. Religious exemptions are made with proper documentation. (Board Policy 7:50)

Dental exams will be required for all students entering kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade. (Public Act 93946)

All children enrolling in Kindergarten, or in school for the first time, must have a vision test by October 15<sup>th</sup> of the school year.

## **Exemption from Physical Activity or P.E**

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses. (Board Policy 7:260)

All children are required to go outside for recess unless they have a **written** excuse. Students who are to be excused from physical education class or who are to stay indoors for recess due to health/medical reasons **must have a note from their parent** stating the reason and date. Students who need to be excused from PE or recess for more than two days **must have a doctor's note**. Frequent requests may also require a doctor's note.

### Field Trips

Students are invited to participate in field trips which contribute to the district's desired educational goals. All field trips will be supervised by staff members and other adults. Adults designated as chaperones may not bring other children not assigned to the class on the field trip. Chaperones need to focus their full attention on the students they are supervising. Fees may be charged for students and chaperones; however no student will be excluded because of lack of funds. Parental permission must be obtained in writing when a field trip is planned. (Board Policy 6:240)

### Grading Scale Ranges

A = 100 – 94, B = 92 – 87, C = 83 – 75, D = 73 – 70, F = 69 & below (Grades 1 – 4 only)  
Music, Art and P.E. – Satisfactory or Unsatisfactory  
Kindergarten uses a skill based report card.

### Homework

The purpose of homework is to reinforce a lesson, strengthen skills, and improve student study habits. **Absence:** It is the responsibility of the student/parent to obtain all make-up work. Parents may request pick-up of homework in the office after 3:00 p.m. on the day of the absence. Students have the same number of days to make up work as they missed from school. **Late work:** If late work occurs frequently, the student may be assigned to go to project success to complete homework. A notice will be sent home to parents 24 hours in advance.

### Intramurals 4<sup>th</sup> Grades Only

Washington School offers an intramural program for students in grades 4. Intramurals are offered for volleyball, field hockey, basketball, and mushball. The purpose of the program is to provide for instruction of basic rules and develop fundamental skills for the sport.

Students having a detention or Project Success are expected to attend both, prior to going to intramurals. Students may be removed from the specific intramural for behavioral issues and/or late pick ups. Intramurals are offered throughout the year from 3:30 – 5:00 p.m., with parent(s)/guardian(s) responsible for transportation.

### Lost & Found

The "lost and found" is located in the hallway, near the gym. All "found" articles should be brought to the office. Parents may call the school or check the "lost & found" for missing articles.

### Lunch and Breakfast

Hot lunches are provided daily and are to be purchased through the computerized lunch account program. Students are asked to bring their money in an envelope which states the student's name and the amount enclosed. Students may either bring a lunch or purchase a hot lunch in the cafeteria. Children are not allowed to trade or share food items with other students. Cartons of milk may be purchased at school. Lunch menus are sent home monthly and are also posted in the homerooms and on the school web site.

Costs:		One Student Lunch	\$2.00
One student breakfast	\$1.25	Student Reduced Lunch	\$ 0.40
Student reduced breakfast	\$0.30	Carton of Milk	\$ 0.30

Lunch and breakfast are available free of charge or at a reduced rate to those students whose parent(s) qualify for free or reduced rate. Applications are available through the Superintendent's Office. (Board Policy 4:130 & 4:140) Students are allowed to go home for lunch. If a student plans to go somewhere other than their own home for lunch, a note from the parent/guardian is required. If an account gets in a deficit of \$10.00 or over, an alternative meal may be served. Students are responsible for good table manners in the lunchroom. Each student is responsible for disposing of his/her trash or recycling. Trash in the immediate seating area, even under the table, is considered to be the responsibility of students at the table. Students may be assigned clean-up duty at the discretion of supervisory personnel. Misbehavior in the lunchroom may result in, but are not limited to, loss of cafeteria privileges, assignment to an alternative site for lunch and/or recess, assigned seats, or any combination of these.

### **Parent-Teacher Club**

All parents are encouraged to become active members of the Peru Elementary Parent Teacher Club. All parents are invited to attend these meetings and become actively involved in various projects which support the children and school.

### **Party Invitations**

Party invitations may be distributed at school if all the girls and/or boys in the class are receiving one.

### **P.E.**

A separate pair of tennis shoes is necessary for P.E. class.

### **Pesticide Application**

Our district office maintains a registry of parents or guardians who would like to receive written notification when any of the schools are to receive a pesticide application. If you would like to be included in this notification, please contact our district office at 223 – 0486. (Board Policy 4:160)

### **Playground Equipment**

Students may bring equipment related to play such as balls, jump ropes, ball gloves for recess. The school will not be responsible for the equipment.

### **Progress Reports**

Report cards are issued four times during the year at nine-week intervals. Midterm reports are sent home each 4 ½ weeks. Parent grade access is available on – line at [www.perued.net](http://www.perued.net) for grades 2 – 4. Look for the parent grade access link and use the user name and password information given at the beginning of the year.

### **Promotion/Retention**

It is assumed that students will progress in a normal pattern through the grades year by year. A student shall not be promoted based upon age or any other social reason not related to academic performance. Occasionally, development characteristics of the individual learner create circumstances where retention in a given grade level will optimize the future educational potential for the child. Students may be retained who fall significantly below Peru Public Schools standards of performance as interpreted by the classroom teacher, the principal and other professional personnel.

Normally, every effort should be made to do this in the early primary years.

Parents/guardians will be involved in the process and, after extensive evaluation of the student's successful completion of the curriculum, academic performance, attendance performance based on the Illinois Standards Achievement Tests, ISEL (Illinois Snapshot Early Literacy) and MAP (Measures of Academic Progress), or other testing. Joint conferencing among parent/guardian, teacher, and principal should provide optimal placement for each student.

### **Response to Intervention (Rtl)**

Rtl 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 from the Rtl process is used by school personnel to make decisions regarding the student's educational program.

### **School Hours**

***Northview School, Grades Pre K, K, 1*** – 8:55 am enter classroom; 3:30 pm school dismissal.

***Washington School, Grades 2, 3, 4*** – 8:45 am enter classroom; 3:20 pm school dismissal.

Supervision begins at 8:35 am for students at Washington and 8:40 am at Northview for students who must arrive early. It is recommended students arrive as close to bell time as possible. Supervision after school lasts until the buses depart and most students have left campus. Remaining students are brought to the principal's office and may be picked up there.

### **School Visits**

Parents are welcome and encouraged to visit classes, provided their presence will not be disruptive. **All visitors to the school must be buzzed in, report to the principal's office, sign in, receive permission to proceed to a classroom, and obtain a visitors pass.** Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. Immediate removal will be sought for any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of School Board Policy 8:30, Conduct on School Property.(Board Policy 8:50)

### **Sex Offender Registration Information**

The Illinois State Police host 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](http://www.isp.state.il.us/sor). A second website with similar information is [www.familywatchdog.us](http://www.familywatchdog.us). (Public Act 94-994)

### **Snow Days/Hazardous Weather/Emergency Procedure**

In the event that the school is closed or buses and/or school are running on a different schedule due to any extreme condition, local radio stations will keep you informed. When we have inclement weather it is suggested that you listen to one of the following radio stations. **WLPO-1220 AM, WAJK-99.3 FM, WCMY-1430 AM, WKOT-96.5 FM, and WRKX-95.3 FM.** **AlertNow** is a system to deliver voice, e-mail and emergency SMS messages to keep parents and staff informed on important and time-sensitive information and may be used for announcing closings or other important information. Phoning the school for information is discouraged. (Board Policy 4:170)

### **Special Education Program & Services**

Peru Public Schools 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/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; affective/behavioral disorders adaptive behavior, due to traumatic brain injury or autism which restricts effective educational functioning.

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.

### **Speech and Language Screening**

Speech/language therapy services are provided by Peru Elementary for those students who qualify after being screened/identified by the speech language pathologist. Parents or guardians of students who are referred by school district personnel will be notified by the speech and language pathologist and asked to sign consent for screening. Questions regarding service availability should be directed to the district psychologist at 223 – 9371.

### **Student Fees**

Lunch fees, breakfast fees, and textbooks are available free of charge or at a reduced rate to those students whose parent(s) qualify for free or reduced rate. Applications are available through the Superintendent's Office. (Board Policy 4:130 & 4:140)

Book Fee .....	\$50.00/year
Kindergarten Snack Milk .....	\$50.00/year
Student Insurance (Optional) .....	Various Plans Available
Lunch Fees .....	\$2.00 day - See <b>Lunch</b> and <b>Breakfast</b> section for more information
Qualifying Student Reduced Lunch.....	\$0.40 day

### **Testing**

#### ***District***

Grades K – 4 will be administered AIMSweb in the Fall and the Spring.

Grades 1 & 2 are given the ISEL (Illinois Snapshot of Early Literacy) in the Fall and Spring.

The MAP (Measures of Academic Progress) is administered to Grades 2 thru 4 in the Fall and Winter.

#### ***State***

Grades 3 thru 5 are given the ISAT (Illinois Standards Achievement Tests)

Grades 3 and 5 are tested in reading, math, and writing. Grade 4 is tested in reading, math, and science. ISAT tests will be administered during the weeks of March 1 – March 12, 2010.

### **Truancy**

Truancy is an unexcused absence from school for all or part of the school day, as defined by Section 26-2a of the Illinois School Code. Students are considered to be CHRONICALLY TRUANT if they are absent without valid cause for 10% or more of the previous 180 regular attendance days. Consequences for truancy are determined by the repetitiveness and/or nature of the truancy. Parent contacts, referral to school district support systems, or referral to the LaSalle County Truancy Officer may also be made. See ***Attendance Requirements and Absence Reporting*** section.

### **Waiver of School Fees**

A student shall be eligible for a fee waiver when: (1) the student is currently eligible for free or reduced lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or (2) The student or the student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children). Consideration will also be given where one or more of the following factors are present: illness in the family; unusual expenses such as fire, flood, storm damage, etc.; Seasonal unemployment; emergency situations; when one or more of the parent(s)/guardian(s) are involved in a work stoppage. The Parent(s)/guardian(s) shall submit evidence of eligibility for a waiver of student fee. A separate application form shall be submitted for each fee assessed to each student. Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver. Students receiving assistance are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Denial of a fee waiver request may be appealed to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and pending. (Board Policy 4:140)

### **Web Site**

School information is available on our web site at [www.perued.net](http://www.perued.net). Parents can sign up at registration or online for a calendar reminder.

### **HEALTH/WELL BEING**

The district nurse is housed at Northview Elementary. She may be reached at 815 – 223 – 2567 or by e-mail [kheuser@perued.net](mailto:kheuser@perued.net). The nurse also offers a site found on the district's homepage, [www.perued.net](http://www.perued.net). The site provides a variety of school-health related items.

### **Head Lice**

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 all 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). The nurse will check the hair before readmission to school. Please notify the school if you found and treated a case of head lice at home.

## **Medication**

Any medication including over-the-counter cold medications (such as cough drops, aspirin, Tylenol, vitamin supplements, etc.) 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, these guidelines must be followed:

1. Medications will be administered ONCE PER DAY or as ordered by the physician. 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, cough drops, vitamin supplements, and eye drops*** 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. Antibiotics and other 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 nurse. This must be given at home or in the doctor 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 Medication Form will need to 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 MEDICATION AND MEDICATION SUPPLIES (i.e. SYRINGES, NEEDLES, ETC.) 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, PRESCRIPTIONS OR OVER THE COUNTER BE DISTRIBUTED UNLESS THE ABOVE GUIDELINES ARE MET.

## **Vision and Hearing Screenings**

Hearing and vision screenings will be done annually for all school age children who are in grades K, 1, 2, 3, and 8; are in any special education class; have been referred by a teacher or are transfer students. In lieu of the screening services a completed and signed report form, indicating that the child has had an ear or vision test by a physician, audiologist, or a licensed optometrist within the previous 12 months is acceptable.

A parent or legal guardian of a student may object to hearing and vision screenings on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority. General philosophical or moral reluctance to allow hearing and vision screening will not provide a sufficient basis for an exception to statutory requirements.

### **DISCIPLINE POLICY & PROCEDURE**

Student conduct that for any reason disrupts class work or involves substantial disorder or invades the rights of others will not be tolerated. The following are examples of inappropriate behaviors that will require some disciplinary actions:

1. Fighting
2. Stealing
3. Cheating
4. Foul Language and/or other written or verbal language deemed inappropriate for the school setting.
5. Use of obscene gestures
6. Rowdy or boisterous conduct
7. Open defiance or disrespect to school personnel
8. Intentional destruction of property
9. Throwing any object or material with the intent to harm or annoy
10. Openly disobeying established school playground rules
11. Harassment of others

When breaches 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. All disciplinary actions shall be directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. Except in the case of extreme behaviors or discipline problems occurring outside the classroom, teachers will practice various discipline strategies before making an office referral. These strategies include, but are not limited to, a conference with the student, parent contacts, and classroom detentions. Corporal punishment is not used at school; however, reasonable physical force may be used by school officials in a situation that may be deemed dangerous. (Board Policy 7:190)

***When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, any mitigating circumstances, and the affect of his/her actions on the welfare of the school community.***

These grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours or at any time when the school is being used by a school group
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
3. Traveling to or from school or a school activity, function or event.

The Board of Education, in approving consequences to disciplinary violations, adopts rules necessary for the effective functioning of the school district and reserves the right of the administration to be judiciously inconsistent in the interest of the students.

## **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 cannot rationally be expected to control. In these cases, the 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. Students with Individualized Education Plans (IEP's) will receive a Behavioral Intervention Guidelines at the time of initial placement in special education.

## **Behavioral Consequences and Expectations**

Disciplinary measure may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Removal from classroom.
4. Notification of parent(s)/guardian(s).
5. Seizure of contraband.
6. Detention provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teachers or the Principal or designee.
7. In-school suspension for a period not to exceed 5 school days. The Principal or designee shall ensure that the student is properly supervised.
8. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
9. Suspension of bus riding privileges, provided that appropriate procedures are followed.
10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
11. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.

**Detentions:** A detention system may be used as a deterrent to unacceptable behavior. If a staff member is reasonably certain a rule has been violated, he/she may assign the student an after school detention. Parent/student will be given 24 hour notice, unless the parent is contacted and grants permission to stay the same day. This will be followed by a notice sent home with the child or sent in the mail. This notice will be signed by the staff member assigning the detention and will list the specific reason the detention was given. If and when a student receives several detentions, a conference may be required between the parent/guardian and the principal.

**Suspension:** A temporary exclusion from school assigned by the principal or her designee for a period of time not to exceed ten (10) consecutive school days. A student may be suspended from riding the bus in excess of ten school days for safety reasons.

**Expulsion:** Only the Board of Education can expel students. A student may be expelled from school for a period of time that exceeds ten (10) days, but not in excess of two years. (School Code 105ILCS5/10-22.6)

When a student is serving an assigned out-of-school suspension or has been expelled from school by the Board of Education, he/she is not allowed to be on school property unless under the supervision of his/her parent. Students not accompanied by parents will be considered as trespassers, and the proper authorities shall be notified.

### **Parent Notification and Procedure**

The office will notify parents of all suspensions both by phone and by mail. With regard to suspension, a parent may request a meeting with the Superintendent of Schools and, if desired, a hearing before the Board of Education to review the suspension. Prior to a suspension, the student will be given an opportunity to tell his side of the story to the suspending authority. All suspensions shall be reported in writing to the student and parent.

No student will be expelled from school before receiving the opportunity for a hearing before the Board of Education or before a hearing officer appointed by the Board. Prior to any expulsion, the parent shall be given written notice of the time and place for the expulsion hearing.

When in the opinion of the authorized administrator, a student poses an immediate threat to himself; others or school property, he/she may suspend a student without holding a pre-suspension conference. In such event, a written notice will be sent by certified mail to the parent. Notice shall request the student attend a post-suspension conference as soon as practical after the notice is received. Failure to attend the scheduled conference shall constitute a waiver of said conference. A parent shall be advised in writing of a subsequent disciplinary decision.

### **General Misconduct**

Warning, loss of privilege, after-school detention, or suspension may be imposed for student disobedience or misconduct. The consequence will be determined by the administrator and will be based both on the behavior and the number of previous referrals. Generally, the student consequences will be progressive in nature.

The following are examples of misconduct which most often call for progressive discipline, however, repeated or extreme acts of misconduct may result in suspension or a recommendation for expulsion:

Being in an unauthorized area, cheating, disruptive behavior, horseplay (use of physical contact), lying, refusal to follow directions, refusal to identify self, skipping detention, throwing snowballs, minor property damage.

### **Gross Misconduct**

Gross disobedience or misconduct can result in suspension from school for up to ten (10) days or expulsion. In appropriate cases, lesser discipline may be imposed.

The following listed misconducts are of the type that will most often result in suspension or expulsion: Gang activity, bomb threat, fighting, intimidation, sexual harassment, verbal abuse of students, use of any item as a weapon, theft or vandalism (parent will make restitution), verbal threat or physical attack of school personnel or students.

**Fighting** - The exchange of mutual physical contact such as pushing, or hitting with or without injury. Without clear convincing evidence that a participant attempted to avoid the confrontation, all parties will be disciplined.

**Self Defense** – The act of not contributing in any way to the start of a conflict. There should also be an attempt to retreat. An attempt will be made to neutralize a hostile situation without escalating it.

The following list of infractions will result in an automatic suspension:

1. Possession or use of a firearm or other dangerous weapon.
2. Striking or threatening to strike any staff.
3. Possession or use of fireworks or other explosives.
4. Possession or use of tobacco.
5. Possession or use of alcohol, drugs, look-alike drugs, or inhalants.
6. Slander, libel, obscenity, or profanity.
7. Setting false fire alarms.

Any other similar behavior which may disrupt the normal operations of the school district or endangers the health or safety of others will be addressed. Nothing herein shall be interpreted to limit the Superintendent or Building Principal's power to suspend a student. When discipline concerns become chronic, a recommendation to the Board of Education for expulsion may result.

### **BULLYING/HARASSMENT**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. (Board Policy 7:20)

### **Bullying**

Peru Public School will provide all students with a safe school environment that facilitates learning. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or disrupts the learning environment and/or urges students to engage in such conduct is prohibited. Peru Public Schools will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, **retaliation** against those who seek remedies under this policy is prohibited and will be punished under the Code of Student Conduct published in the Student Handbook.

### **Definition and Examples**

Bullying is defined as any kind of **ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power. A power difference usually exists between the bully and the victim.** Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter.

The main types of aggressive behaviors may be but are not limited to:

**Physical:** hitting, kicking, grabbing, spitting, giving wedgies, etc.

**Verbal:** name calling, racist remarks, put-downs, extortion, etc.

**Indirect:** spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or possessions, etc.

**Written:** threatening e-mail, notes, and/or graffiti, etc.

Grounds for disciplinary action may apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

### **Reporting Procedures**

Any faculty and staff member or student of Peru Public Schools who has witnessed or has reliable information that a pupil or staff member has been subjected to "bullying," as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, **shall report** such incident to the principal or designee. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further, **retaliation** against those who seek remedies is prohibited. (P.A. 92-0260, amending 105ILCS5/10-20.14)

### **Sexual Harassment**

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. (Board Policy 7:20)

### **VANDALISM**

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property. (Board Policy 7:170)

### **WEAPONS**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonable be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means (1) possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look alike” of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens are considered weapons if used or attempted to be used to cause bodily harm. (Board Policy 7:190)

### **GUN FREE SCHOOLS ACT OF 1994**

The Gun Free Schools Act 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.

### **STUDENT GANGS AND GANG RELATED ACTIVITIES**

The presence of or student involvement in gangs, or gang related activities, on school grounds or at school related events is strictly prohibited. This includes the display of gang symbols or paraphernalia. Any student who violates this policy shall be subject to suspension or expulsion (Board Policy 7:190)

### **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School officials may conduct a search of a student if there is reasonable cause to believe that a search is necessary in the aid of maintaining school discipline. A second school employee of the same sex of the student will be present as a witness.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students

have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. (Board Policy 7:140)

## **SUSPENSION PROCEDURES -- DUE PROCESS**

- 1) Pre-suspension Conference -- The Superintendent or Principal shall confer with the student who is under consideration for suspension. The student shall be advised of the reasons for the proposed suspension. The student shall be given the opportunity to respond to the charges.
- 2) Suspension Notification -- If the pre-suspension conference results in a decision to suspend, the parents of the student shall immediately be advised by written notification which will include the reason(s) for the suspension, including any school rule which was violated and the duration of the suspension.
- 3) Parent(s)/guardian(s) may request a review of the suspension. The review of the suspension will be conducted by the Board of Education or a hearing officer appointed by the Board.

A pre – suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable. (Board Policy 7:200)

**Suspension** -- A temporary exclusion from school assigned by the principal or superintendent for a period of time not to exceed ten (10) consecutive school days. A student may be suspended from riding the bus in excess of ten school days for safety reasons. Students suspended from school may not come to school; be on or around school property at any time; or attend school-sponsored activities; either on or off campus. Infringement of any of the exclusions related to suspension results in additional suspension.

### **EXPULSION PROCEDURES -- DUE PROCESS**

- 1) Only the Superintendent may recommend a student for expulsion.
- 2) Expulsion Notification -- The Superintendent shall send a letter by registered or certified mail, to the parents of the student notifying them of the proposed expulsion. The notification shall include:
  - a) Reasons for the proposed expulsion
  - b) The time, place, and purpose of the expulsion hearing
  - c) An explanation of the hearing procedure

Student may be subject to discipline and to suspension or expulsion from school for gross disobedience or misconduct on school premises or while in attendance while at school sponsored activities, while riding the school bus, when on grounds contiguous to school property, or when the misconduct directly relates to the school. (Board Policy 7:210)

**Expulsion** - Only the Board of Education can expel students. A student may be expelled from school for a period of time that exceeds ten (10) days, but not in excess of two years. (School Code 105ILCS5/10-22.6)

### **RECIPROCAL REPORTING ACT**

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

- 1) Each school district shall designate a person to communicate with local law enforcement agencies.
- 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 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, and drugs. Notice of all convictions will be made if the record involved a student who is arrested or taken into custody after his or her 17th birthday.

### **BUS**

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. (Board Policy 4:110)

## **Riding Expectations**

The driver is responsible for the safety of the passengers in the bus as well as for the safe operation of the vehicle. The driver shall be in full charge at all times. The first responsibility of the passengers shall be to obey the directions of the driver or follow the expectations established below.

1. Be on time.
2. Wait off the road and out of danger of passing vehicles.
3. Board in an orderly fashion.
4. Go directly to your seat.
5. Remain seated until the bus has come to a complete stop at your destination.
6. Keep your voice low.
7. Keep head, arms, and hands inside the bus at all times.
8. Keep feet and other objects out of the aisles.
9. Obey the driver promptly.
10. Demonstrate respect for the rights of others.
11. Disembark safely.
12. Comply with all school behavioral rules/regulations as stated in Student Handbook.
13. Use of profanity is prohibited.
14. Driver and/or principal can assign seats if necessary.

## **Bus Discipline**

Bus transportation is considered a privilege, and in case of misconduct the driver will make a written referral to the building principal. The following sequence of discipline will normally be followed. However, extreme acts of misconduct on the bus endanger health and safety. Accordingly, students may be excluded from riding the bus and otherwise disciplined by suspension or expulsion for extreme misconduct on the school bus. (Board Policy 7.220)

- |                         |   |
|-------------------------|---|
| <b>First Referral:</b>  | Administrator conference with student and phone contact to parent/guardian. |
| <b>Second Referral:</b> | Two (2) day suspension from bus and parent contact.                         |
| <b>Third Referral:</b>  | Five (5) day suspension from bus and parent contact.                        |
| <b>Fourth Referral:</b> | Ten (10) day suspension from bus and parent contact.                        |
| <b>Fifth Referral:</b>  | Suspension from bus for the remainder of the school term.                   |

Consequences accumulate over the entire school year.

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. (Board Policy 7:220)

The Board of Education, in approving consequences to disciplinary violations, adopts rules necessary for the effective functioning of the school district and reserves the right of the administration to be judiciously inconsistent in the interest of the students.

### **Bus Stops**

Bus stops are established by the central office to ensure student safety and the efficient delivery of students to and from school. Students should board at the same bus stop daily. Students should disembark at the same bus stop daily. For safety and bus capacity reasons, students are not allowed to ride a different bus or get off at a different stop other than their arranged bus stop. In order to facilitate safe and efficient transportation of students, Peru Elementary will only allow one bus stop for our students at Northview and Washington Schools. We ask that you choose **one stop** for both pick – up and drop – off. This stop can be at home, a relative’s home, a babysitter, or day care; as long as the bus stop is on the assigned route. The only exception to that are students who attend the YMCA program before or after school. They may have two stops with one being the YMCA stop. Changes to existing bus stops during the year can still be requested by calling the school office.

### **STUDENT RECORDS**

School student records are confidential and information from them shall not be released other than as provided by law. (Board Policy 7:340)

#### **Permanent Record**

The student’s permanent record includes a copy of the birth certificate, basic identifying information, attendance record, accident reports and health records, dates of enrollment, copies of report cards, and a record of release of permanent record information.

#### **Temporary Record**

Temporary records include achievement test scores, school ability index scores, discipline records, special education information, and all other information not included in the permanent record.

#### **Maintenance of Records**

Parents desiring to review records may call the office for an appointment or 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 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. (Illinois School Student Records Act, Section 6, 105 ILCS 10/6). Parents may have copies of any portion of the records at 10 cents per copy.

#### **Transfer of Student Records**

The school will send an unofficial record of student grades, a copy of the student’s Illinois school physical, and a Student in Good Standing form with the student at the time of withdrawal. A transfer of all student permanent records will be sent when the school is provided with the name and address of the receiving school or when a request for records is received from the receiving school.

A parent may not challenge grades which are on the permanent record, any references to expulsion, or out of school suspension; if the challenge is made after the student transfers to another school.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational 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. They are:

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. A parent/guardian or eligible student should submit to the building principal written requests that identify the record(s) they wish to inspect. 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/guardian or eligible student believes is 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 the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education record. 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 in an administrative, supervisory, academic, or support staff position (including health staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, or collection agent); 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 responsibilities. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
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 is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the students and parent’s name, address, date and place of birth, information or participation in school-sponsored activities an athletics, and period of attendance in school.

## **G.A.T.E (Gifted and Talented Education)**

The philosophy of G.A.T.E. is to provide for the academic and social needs of those students whose mental development is accelerated beyond the average or who have demonstrated specific aptitude or talent and can profit from specifically planned educational services. These students demonstrate exceptional ability in academic studies, high-level thought processes, divergent thinking, and/or creativity. (Board Policy 6:130)

### **Goals of G.A.T.E**

- Provide gifted students with enriching and accelerated learning experiences which stretch the use of higher order thinking skills, divergent thinking, and creativity.
- Provide gifted students an opportunity to grow socially and emotionally among their peers.
- Emphasize sequential skill development in both cognitive and affective areas.
- Provide ability grouping for study in specific areas of interest.
- Students selected for G.A.T.E. at Washington School will first be evaluated using the following criteria:
  - Students are to be identified, according to the ISBE rules, using these two categories:
    1. Objective measures
    2. Professional judgment.
  - Students will be selected by a gifted team.

### **Definition of Gifted**

A child shall be considered gifted and talented in any area of aptitude, and specifically, in language arts and mathematics, by scoring in the top 5% locally in that area of aptitude.

### **Criteria for placement of Gifted Students**

1. MAP (Measurement of Academic Performance) Tests
2. In – View test (when administered by Gifted coordinator)
3. Teacher recommendation
4. Work samples
5. Gifted Team Recommendations

Scores will be tabulated using a rubric. Cut off points will be established and students and parents will be notified. Any students new to the district will be evaluated and placed as space allows.

### **Professional Judgment**

1. Classroom teacher recommendation using a checklist of observable behaviors of high ability students.
2. Gifted coordinator's evaluation checklist.
3. Gifted team recommendation.

### **Exit Policy**

Students may exit the G.A.T.E. program after a conference with the gifted coordinator, the student, and the parent. Possible reasons for exiting may include:

1. Performance level not equal to capabilities
2. Lack of task commitment

3. Continued dropping of grades
4. Extreme behavior problems
5. Parent or student request

## **STUDENT INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY**

### **Access to the Internet**

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 assigns 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,
- m. Profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

- n. Using the network while access privileges are suspended or revoked.
- o. Publishing or otherwise disseminating another person's identity, personal information, account, or
- p. Password without their consent.
- q. Using the network for unauthorized product advertisement, political activity, promoting or encouraging
- r. The use of illegal or controlled substances.
- s. Forgery or alteration of email.
- t. Unauthorized use of the network to play computer games, enroll in list serves, or
- u. 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 swear, or use vulgarities or any 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.
- e. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in any way that would disrupt its use by other users.
- g. Consider all communications and information accessible via the network to be private property.

**5. No Warranties** - The District makes no 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 User:** 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.

**13. 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.