



**2015 - 2016**

# Northview Elementary Student Handbook



## 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 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. 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.*

### 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 participation in a school – sanctioned activity is a privilege and not a property right. Furthermore this handbook may be amended during the year without notice.

### **2015– 2016 Handbook Committee**

Jyll Leonatti, Board of Education member  
Sue Atilano, teacher representative (1<sup>st</sup> grade)  
Tara Duncan, teacher representative (kindergarten)  
Lindsay Ferrari, teacher representative (PreSchool)  
Carol Happ, teacher representative (3<sup>rd</sup> grade)  
Rodney Janssen, teacher representative (4<sup>th</sup> grade)  
Chris Kelsey, teacher representative (music)  
Karen Miranda, district nurse  
Kristyn Peterson, parent representative  
Melissa Bosnich, District Curriculum and Assessment  
Sara McDonald, Northview School Principal

## TABLE OF CONTENTS

ADMINISTRATIVE WELCOME.....	5
RESPONSIBILITIES.....	6
2015 – 2016 SCHOOL CALENDAR.....	7
NORTHVIEW STAFF.....	8-9
NORTHVIEW BUILDING SCHEDULE.....	10-11
NORTHVIEW TRAFFIC FLOW.....	12-13
EQUAL EDUCATIONAL OPPORTUNITIES.....	14
Sex Equity.....	14
SCHOOL INFORMATION.....	14
Accidents.....	14
Animals.....	14
Asbestos Notice.....	14
Absence Reporting and Attendance Requirements.....	14 – 16
Bicycles.....	16
Birthday Treats and Snacks.....	16
Books/Supplies.....	16-17
Cell Phone/Electronic Devices.....	17
Change of Address/Phone.....	17
Computers.....	17
Conferences.....	17
Curriculum.....	18
Deliveries.....	18
Detentions.....	18
Dress Code.....	18-19
Emergency Drills.....	19
Entrance Requirements.....	19-20
Field Trips.....	20-21
Grading Scale.....	21
Homework.....	21
Lost & Found.....	21
Lunch and Breakfast.....	21-22
Parent – Teacher Club.....	22
Parent Volunteers.....	22
Party Invitations.....	22
P.E. or Physical Activity Exemption.....	22
Pesticide Application.....	23
Progress Reports.....	23
Promotion/Retention.....	23
Response to Intervention (RtI) and Problem Solving.....	23
School Hours.....	23
School Visits.....	24
Sex Offender Registration Information.....	24
Snow Days/Hazardous Weather/Emergency Procedure.....	24-25
Special Education Program & Services.....	25
Special Education Students Only – Medical Data Release.....	25-26
Speech and Language Screening.....	26
Student Fees.....	26
Student Fee Waiver.....	26-27
Testing.....	27
Title I Services.....	27-30
Web Site.....	30
BULLYING/HARASSMENT.....	31
Bullying.....	31

Definition and Examples.....	31-32
Reporting Procedures .....	32
Sexual Harassment .....	32
BUS/TRANSPORTATION.....	32
Riding Expectations.....	33
Bus Discipline.....	33
Bus Stops.....	33-34
DISCIPLINE POLICY & PROCEDURE .....	34
PBIS (Positive Behavior Interventions and Supports) .....	34-35
General Misconduct.....	35-37
Gross Misconduct.....	37
Vandalism .....	37
Weapons .....	37-38
Discipline and Special Education Students.....	38
Behavioral Consequences and Expectations.....	38
Detention.....	38
Expulsion.....	39
Expulsion Procedures – Due Process .....	39
Suspension .....	39
Suspension Procedures – Due Process .....	39-40
Parent Notification and Procedure .....	40
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....	40-41
GANG RELATED ACTIVITIES AND STUDENT GANGS .....	41
GUN FREE SCHOOLS ACT OF 1994 .....	41
HEALTH/WELL BEING .....	41-42
When Should I Keep My Child Home .....	42
Medication.....	42
Head Lice .....	43
Infection Control .....	43
Vision and Hearing Screenings .....	43
RECIPROCAL REPORTING ACT.....	44
SEARCH AND SEIZURE .....	44
School Property and Equipment as well as Personal Effects Left There by Students.....	44
Seizure of Property.....	45
STUDENT RECORDS .....	45
Permanent Record .....	45
Temporary Record.....	45
Maintenance Record .....	45
Transfer of Student Records.....	45
STUDENT INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY .....	46
Access to the Internet.....	46-47
Student Permission for Internet Access .....	47
Terms and Conditions .....	47-50

## **ADMINISTRATIVE WELCOME**

Dear Parents and Students,

We would like to welcome you to the 2015 – 2016 school year at Northview 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 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 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 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  
Principal

Melissa Bosnich  
District Curriculum and Assessment

## **RESPONSIBILITIES**

### **Parental**

A successful school experience originates in the home. It is the obligation of the parents, by their teachings and examples, to develop in their children 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, rested, 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, health concerns, 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. Follow the 3 basic school expectations: Be Respectful, Responsible, and Safe.
2. Cooperate with all figures of authority.
3. Exhibit the type of behavior that shows respect for the community. Act and react in an acceptable age appropriate manner. Accept diversity, regardless of religion, race, national origin, sex, or handicap-all will be treated with respect.
4. 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. Follow the 3 basic school expectations: Be Respectful, Responsible, and Safe.
2. Be positive role models.
3. Provide a safe, happy, and caring environment for learning and teaching.
4. Employ instructional strategies which encourage the development of self discipline and self – respect.
5. Develop, maintain and reinforce the Positive Behavior Interventions and Systems (PBIS) which facilitate learning.
6. Seek conferences with parents in an effort to assist students academically, socially, or emotionally.

**PERU ELEMENTARY SCHOOL  
2015-16 SCHOOL CALENDAR**

August 31 – September 1 .....	Teacher Institute Days, No School
September 2 .....	First Day of School
September 2 - 4.....	Early Dismissal – 2:05 p.m.
September 7.....	Labor Day, No School
October 12.....	Columbus Day, No School
October 14.....	Mid-Trimester Progress Reports
October 30.....	Noon Dismissal
	Half Day School Improvement
November 2.....	Early Dismissal – 2:05 p.m.
	Report Cards Issued
	Parent-Teacher Conferences
November 5.....	Early Dismissal – 2:05 p.m.
	Report Cards Issued
	Parent-Teacher Conferences
November 20.....	End of First Trimester
November 25.....	Early Dismissal – 2:05 p.m.
November 26 – 29.....	Thanksgiving Break, No School
December 19 – January 3 .....	Winter Break, No School
January 4.....	Teacher Institute Day, No School
January 5.....	School Resumes
January 20.....	Mid-Trimester Progress Reports
February 26 .....	End of 2 <sup>nd</sup> Trimester
March 8 .....	Early Dismissal – 2:05 p.m.
	Report Cards Issued
	Parents-Teacher Conferences
March 24 .....	Early Dismissal – 2:05 p.m.
March 25 .....	Good Friday, No School
March 28 .....	Easter Monday, No School
April 9 - 17 .....	Spring Break, No School
April 18 .....	School Resumes
April 20 .....	Mid-Trimester Progress Reports
May 30.....	Memorial Day, No School
June 2.....	Last School Day – Reports Issued 2:05 Dismissal
June 3.....	Teacher Institute Day, No School
June 6 – 10.....	Reserve/Emergency Weather Days

**EVERY FRIDAY DURING THE SCHOOL YEAR IS AN EARLY DISMISSAL FOR SCHOOL IMPROVEMENT! NORTHVIEW DISMISSES AT 2:05 P.M.**

## **NORTHVIEW STAFF**

**Phone: 223 – 1111**

Sara McDonald, Principal	smcdonald@perued.net
Melissa Bosnich, District Curriculum and Assessment	mbosnich@perued.net
Judy Hubbard, Secretary	jhubbard@perued.net
Stephanie Lippert, Secretary	slippert@perued.net

### **Grade Pre – K**

Lindsay Ferrari	lferrari@perued.net
Alexis Rebholz	arebholz@perued.net
Ashley Konczak	akonczak@perued.net

### **Kindergarten**

Kris Criss	kcriss@perued.net
Tara Duncan	tduncan@perued.net
Lois Edgcomb	ledgcomb@perued.net
Chris Goodman	cgoodman@perued.net

### **Grade 1**

Sue Atilano	satilano@perued.net
Kelli Funfsinn	kfunfsinn@perued.net
Emily Graham	egramham@perued.net
Somer Moore	smoore@perued.net

### **Grade 2**

Jane Charbonneau	jcharbonneau@perued.net
Ronda Iossi	riossi@perued.net
Maribeth Patyk	mpatyk@perued.net
Debbie Pletsch	dpletsch@perued.net
Thea Schwab	tschwab@perued.net

### **Grade 3**

Cinnamon Bosnich	cbosnich@perued.net
Carol Happ	chapp@perued.net
Sally Kampwerth	skampwerth@perued.net
Abby Holman	aholman@perued.net

### **Grade 4**

Dana Berg	dberg@perued.net
Lisa Goddard	lgoddard@perued.net
Rod Janssen	rjanssen@perued.net
Colleen Schmidt	cschmidt@perued.net



**NORTHVIEW STAFF (continued)**

Phone: 223 – 1111

**Special Education**

Claudia Carbajal	ccarbajal@perued.net
Amanda Danko	adanko@perued.net
Melissa Cass	mcass@perued.net
Kendra Landers	klanders@perued.net
Cindy Vaske	cvaske@perued.net

**Special Areas**

Dana Dawson (Title I/Rdg Recvy)	ddawson@perued.net
Shelley May (Title I/Rdg Recvy)	smay@perued.net
Heather Linnig (Reading Specialist)	hlinnig@perued.net
Carolyn Bryant (P.E.)	cbryant@perued.net
Christopher Bjork(P.E.)	cbjork@perued.net
Chris Kelsey (Music)	ckelsey@perued.net
Sandy Spelich (Library)	sspelich@perued.net
Sarah Wick (Art)	swick@perued.net
Angie Lamps (Speech/Language)	alamps@perued.net
Kelly Schaefer (Speech/Language)	kschaefer@perued.net
Mindy Davis (Social Worker)	mdavis@perued.net

**District**

Brandi Anderson-Maier (Psychologist)	banderson-maier@perued.net	223-1111
Karen Miranda (Nurse)	kmiranda@perued.net	223-1111

*District email and any files transmitted with it may contain confidential and legally privileged information and should not be shared with others. District email is intended solely for the addressee(s). If you are not the intended recipient, you may not disclose, copy, distribute, read or use any of this information. If you received this communication in error, please contact the sender immediately, permanently delete this email from your system and destroy any hard copy of this or any related files*

**NORTHVIEW BUILDING SCHEDULE**

8:20 a.m.            Students eating breakfast may arrive

8:30 a.m.            Outside supervision for the aides and teachers begin

8:50 a.m.            Tardy bell (report to the office)

Kindergarten lunch

12:00 – 12:20            lunch  
12:20 – 12:40            recess

1<sup>st</sup> grade lunch

11:40 – 12:00            lunch  
12:00 – 12:20            recess

2<sup>nd</sup> grade lunch

11:20 – 11:40            lunch  
11:40 – 12:00            recess

3<sup>rd</sup> grade lunch

12:20 – 12:40            recess  
12:40 – 1:00            lunch

4<sup>th</sup> grade lunch

12:00 – 12:20            recess  
12:20 – 12:40            lunch

3:15                    Buses load

3:20\*\*                Classes dismiss

**\*\* NORTHVIEW STUDENTS DISMISS AT 2:05 P.M. EVERY FRIDAY FOR SCHOOL IMPROVEMENT ACTIVITIES**

## **NORTHVIEW BUILDING SCHEDULE FOR PRESCHOOL**

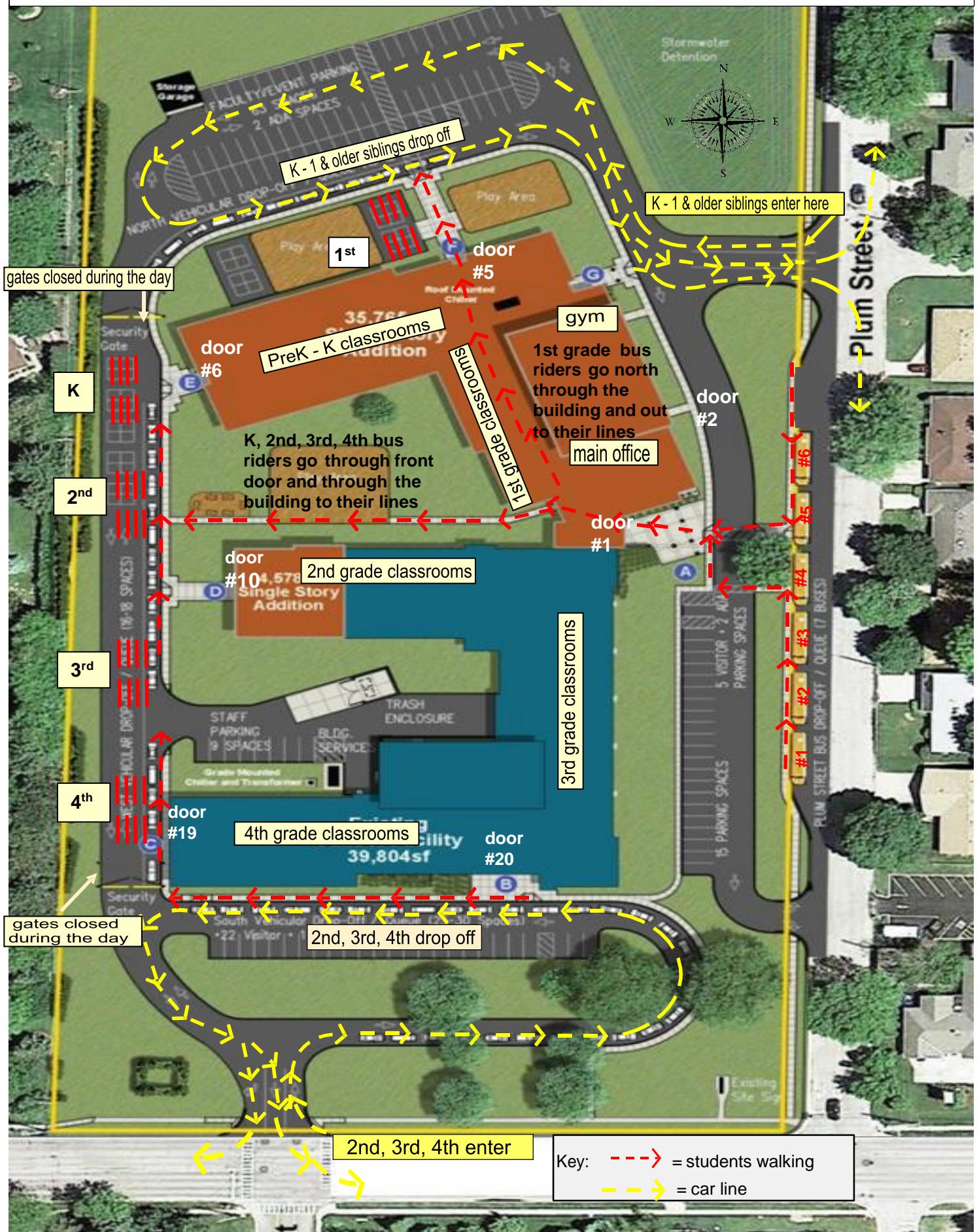
### **A.M. Session:**

- |            |  |
|------------|--|
| 8:10 a.m.  | PreK Teachers/Staff will meet students outside and dismissal from cars |
| 8:15 a.m.  | Students enter building – Tardy after this time                        |
| 10:45 a.m. | Students are dismissed and walk to cars                                |

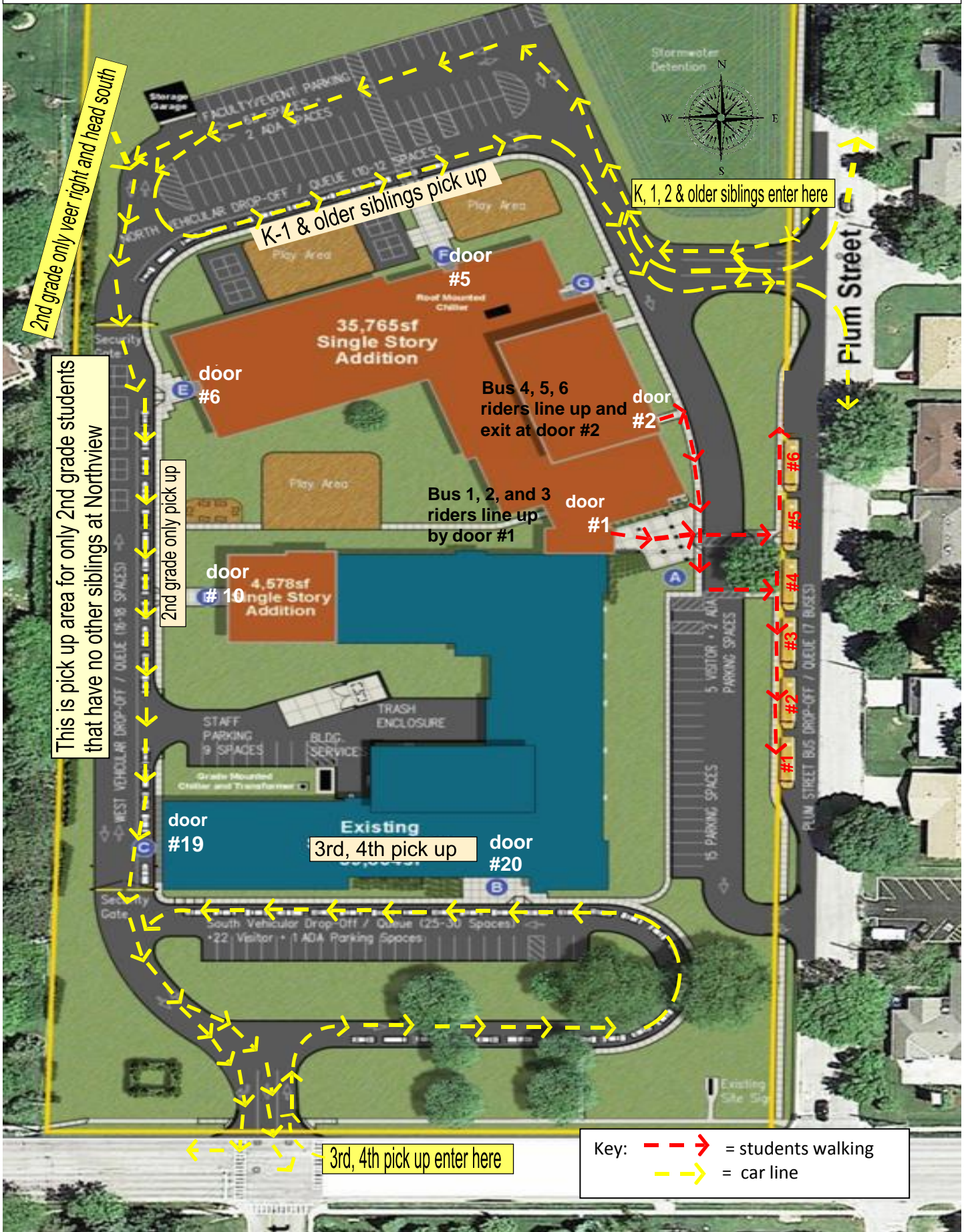
### **P.M. Session:**

- |            |   |
|------------|---|
| 11:40 a.m. | PreK Teachers/Staff will meet students outside and dismissal from car |
| 11:45 a.m. | Students enter building – Tardy after this time                       |
| 2:15 p.m.  | Students are dismissed and walk to cars                               |

# Northview before school drop off traffic flow



# Northview after school pick up traffic flow



## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. (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**

In order to assure student health and safety, animals are not allowed on school property; before, during, or after school, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **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.

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

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 8:45 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* – 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.

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.

**Truancy** – Is an unexcused absence or tardy 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 5% 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.

**Tardiness** – Students that arrive at school after the 8:50 a.m. bell must have a parent sign them in at the office. Consequences for tardiness will be determined by the repetitiveness and/or nature of the tardiness. Parent contacts, referral to school district support systems, or referral to the LaSalle County Truancy Officer may also be made.

**Preapproved Absence** – The preapproved 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 are responsible for all make-up work. School work must be completed or arrangements must be made with the classroom teacher. Although the school discourages vacations during the regularly scheduled school year, we recognize that some situations make this unavoidable. A preapproved absence request form must be filled out and submitted 7 days before the vacation or other extended absences. Vacation or other extended absence 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 will be collected during the time a child is gone and compiled for the students to make up upon his/her return to school. Parents are strongly discouraged from taking children out of school during PARCC testing time (3<sup>rd</sup> – 4<sup>th</sup> grade), and MAP Assessment (2<sup>nd</sup> – 4<sup>th</sup> grade). The PARCC testing window is April 18 – May 6, 2016. 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.

***Unexcused Absence*** – Unexcused absence is an unauthorized absence from school, such as: oversleeping, shopping, appointments other than medical, 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.

### **Bicycles – (NO skateboards)**

Upon reaching Northview 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.

### **Birthday Treats and Snacks**

If a student wishes to bring a snack for their birthday or if a snack is being brought to school for other reasons, the snack needs to be a healthy snack. Snacks must be **pre-packaged with ingredients listed. NO homemade treats.** If special utensils or paper products are needed, please send those to school – no knives. Teachers do have access to a refrigerator if needed. We appreciate your assistance in providing a healthy snack that contains **NO PEANUTS OR NUTS OR MANUFACTURED IN A FACTORY THAT HANDLES PEANUTS/NUTS.** Please consult with the classroom teacher to see if there are other allergies that need to be addressed or if you have any questions regarding a snack you plan to send with your child. If your child is bringing in a birthday treat, please alert the child’s teacher prior to sending the treat.

### **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 Elementary 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, mp3 players, etc. during school hours. If cell phones are brought to school, 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. Students should not put school owned devices (IPAD's, chromebooks, headphones, etc.) in their book bags at any time. (Board Policy 7:190)

**Reminder: It is against the law to use cell phones in a school zone. (Public Act 096-0131)**

### **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, 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 any email. 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 38 – 41) for Student 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 8:95)

## 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 will have specific curricular information available at the fall Open House. 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 – Thursday from 3:25 – 3:50 P.M. Repeated unserved or skipped detentions will be considered gross disobedience or misconduct and further disciplinary action will be at the discretion of the administrator and may include suspension or Saturday detention.

## Dress Code

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. A student's appearance, including dress and grooming, 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. Students P.E. shoes are to be kept at school. At the younger age, P.E. shoes with Velcro are encouraged when students do not know how to tie their shoes. Students who repeatedly don't have tennis shoes for P.E. may be given a minor.

Shoes must be worn at all times. Flip flops, sandals with straps and high heeled shoes are not recommended footwear. Shoes with wheels in the heels are not allowed on school property. For safety, students wearing these types of shoes will not be allowed to play on the playground equipment nor participate in physical activity of any kind. Also for safety, students will be asked to change into PE shoes during the school day by their classroom teacher.

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 that portray or promote any of those. When students have inappropriate language or content on clothing, they will be given different clothes to change into or shirts will be turned inside out if no alternative clothes are available. Chains attached to belts or wallets, or worn in any fashion are prohibited.

### **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. Students 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)

### **Preschool Students-First year**

- Completed Illinois School Physical Form signed by a licensed healthcare provider & parent. Exam must have occurred within 1 year of the child's first day of school and must include a statement from the physician that the child was "risk assessed" or screened for lead poisoning. Due prior to 1st day of school.
- Proof of current immunizations and/or waiver. Due prior to 1st day of school. **NEW for 2014-15 proof of pneumococcal vaccination is required.**

### **Preschool Students- Returning-**

**NEW for 2014-15 proof of pneumococcal vaccination is required**

### **Kindergarten Students**

- Completed Illinois School Physical Form signed by a licensed healthcare provider & parent. Exam must have occurred within 1 year of the child's first day of school. Due by October 1, 2015.

- Proof of current immunizations and/or waiver. Due by October 1, 2015.
- Completed Eye Examination Form or waiver. The eye exam must be completed by a licensed eye doctor, optometrist or ophthalmologist within 1 year of the child's entry in kindergarten. Due by October 15, 2015.
- Completed Dental Examination form or waiver. The dental exam must be completed by a licensed dentist within 18 months prior to May 15th of the current school year. Eligible exams for the 2015-16 school year would need to take place between December 15, 2014- May 15, 2016. Due by May 15, 2016.

## **2nd Grade Students**

- Completed Dental Examination form or waiver. The dental exam must be completed by a licensed dentist within 18 months prior to May 15th of the current school year. Eligible exams for the 2015-16 school year would need to take place between December 15, 2014- May 15, 2016. Forms due by May 15, 2016.

Students enrolling in an Illinois school for the first time must present proof of a physical exam, current immunizations, and an eye exam. Both exams must have been completed within 1 year prior to the date of entry into an Illinois school. Out of state physical forms must include all the required elements as listed on the Illinois Certificate of Child Health Examination Form.

If the out of state physical is greater than 1 year old or does not meet all the required elements of the Illinois Child Health Code transfer, students will be required to submit proof of a physical meeting all requirements within 30 days of the child's first day of school.

Proof of physical exam & eye exam must be submitted within 30 days of the child's first day of attendance at an Illinois school. Failure to comply with physical & immunization requirements will result in your child being excluded from school until such requirements are met.

Religious exemptions are allowed with proper documentation. (Board Policy7:50)

## **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. Adults designated as chaperones may not smoke while on the trip. Fees may be charged for students and chaperones; however no student will be excluded because of lack of funds. There may be instances where a parent is asked to accompany their child on the field trip in order

for that child to attend the trip. NO money or purchases will be allowed on field trips. Parental permission must be obtained in writing when a field trip is planned. (Board Policy 6:240)

**Grading Scale Ranges** (Grades 1 – 4 only) Pre – K and Kindergarten use a skill based report card

A +	100	B +	93 – 92	C +	86 – 83	D +	74 – 73
A	99 – 96	B	91 – 89	C	82 – 79	D	72 – 71
A –	95 – 94	B –	88 – 87	C –	78 – 75	D –	70
Music, Art and P.E. – Satisfactory or Unsatisfactory						F	69 and below

**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 and pick-up homework in the office between 3:00 – 4:00 p.m. on the day of the absence. Students have the same number of days to make up work as they missed from school. **Grades 1-4 only: Late work:** If late work occurs frequently, the student may be assigned to attend Project Success until homework is completed. If students have missing homework, a minor may be given. If late work becomes chronic, the teacher will be in contact with the parents to discuss their concerns.

**Lost & Found**

If your child is missing something, parents may call the school or check the “lost & found”. All “found” articles should be brought to the office.

**Lunch and Breakfast**

Hot breakfasts and 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. Students that choose to bring a lunch need to bring a healthy, balanced lunch. NO soda will be allowed at lunch time. 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: Carton of Milk	\$0.30
One student breakfast	\$1.50
Student reduced breakfast	\$0.30
One Student Lunch	\$2.25
Student Reduced Lunch	\$0.40

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. **ALL** students including those receiving free or reduced lunches that chooses to get a milk only, will be charged \$0.30 for the milk. Applications are available through the Superintendent’s

Office. (Board Policy 4:130 & 4:140). If an account shows 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. Misbehavior in the lunchroom may result in, but is not limited to, loss of cafeteria privileges, assignment to an alternative site for lunch and/or recess, assigned seats, or any combination of these. A peanut/nut free table will be available as needed.

### **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. PTC meeting dates are posted on Peru's website at [www.perued.net](http://www.perued.net).

### **Parent Volunteers**

Parents that are able to volunteer in the classroom or school are strongly encouraged to do so. If you are interested in volunteering, please contact your child's teacher or the school office. Also, there are guidelines put in place for the safety of our children. Prior to beginning work as a volunteer, each volunteer must complete a volunteer waiver form; which is available in the school office. Volunteers also need to show their driver's license and pass the annual criminal background check that is conducted by the district office.

### **Party Invitations**

Party invitations may be distributed at school if all the girls and/or boys in the child's class/homeroom are receiving one. No invitations should be distributed on the playground or during recess times.

### **P.E. or Physical Activity Exemption** (Board Policy 7:260)

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. Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses. 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. The note should indicate when the students are released to participate again.

### **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)

### **Progress Reports**

Report cards are issued three times during the year at 12-week intervals. Midterm reports are sent home every 6 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 Elementary 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. A decision will be made after extensive evaluation of the student’s successful completion of the curriculum, academic performance, attendance, performance based on the PARCC, Aimsweb 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) and Problem Solving**

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**

***Please see page 8 of this handbook for the Northview Building Schedule.*** Office hours are 7:30 a.m. to 4:00 p.m. Supervision begins at **8:30 am for students**. Students eating breakfast may arrive by 8:20 a.m. 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.** Effective with the 2015-16 school year, the district will implement a web-based security system that is able to conduct instant screenings

for all visitors and volunteers in our school buildings. All visitors who pass beyond the office while students are present will be required to show a driver's license or state identification. From that identification, the name, date of birth and photo will be scanned for an additional safety measure for our students and staff. The system will electronically check all visitors and volunteers against a registered sexual offender database, produce a visitor/volunteer badge with your photo, and will provide date and time tracking data on visitors and volunteers.

There is NO SMOKING on school property by any visitor. 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, Visitors to and Conduct on School Property.

Parents, guardians, and guests are not permitted to take photographs (including cell phone photos) of children while they are visiting school property during school hours, with the exception of the Preschool Song and Snack. Families and students who participate in after school activities at the school, such as concerts and PTC Family Nights, intramurals, must be aware that other guests may be taking photos and may choose to post those photos on electronic media or social networking sites. The school and school district are not responsible for photographs posted on the Internet by private parties.

### **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)

Parents, guardians, or other adults who are registered sex offenders must notify the school office and get permission granted from the building principal when they want to attend school district functions during the school day and after school hours.

### **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 check Peru Elementary School District #124 Facebook page, the district webpage at [www.perued.net](http://www.perued.net) or 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.

### **Special Education Students Only – Medicaid Data Release**

If a child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement for Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

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

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

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has **no impact** on current or future Medicaid benefits for you, the student or your family. Under federal law, your decision to participate in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,

- Increase your premiums or lead to discontinuation of benefits or insurance, or
  - Result in the loss of eligibility for home and community – based waivers.
- Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

**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 – 9731.

**Student Fees**

Lunch, breakfast, 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 .....	\$75/year
Technology Fee .....	\$10.00/year
PreK and Kindergarten Snack Milk.....	\$50.00/year
Student Insurance (Optional) .....	Various Plans Available
Lunch Fees .....	\$2.25 day - See <b>Lunch</b> and <b>Breakfast</b> section for more information
Qualifying Student Reduced Lunch.....	\$0.40 day

**Student Fees Waiver**

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)

## **Testing**

### ***District***

Students in grades K – 4 will take the AIMSweb Assessment in the Fall and Spring. The MAP (Measures of Academic Progress) is administered to students in Grades 2 thru 4 in the Fall and Winter.

### ***State***

Students in grades 3 and 4 are given the PARCC assessment (Partnership for Assessment of Readiness for College and Careers) during the spring. The PARCC testing window is April 18 – May 6, 2016.

## **Title I Services**

Peru Elementary Schools continues to provide Title I services to students residing in the District. Students from both the public and parochial schools may participate. Services are currently provided for students in Kindergarten through grade 8. *Students are serviced at all three buildings – Northview and Parkside. Students from Peru Catholic who participate in Title I services do so at their home school and are monitored in conjunction with the two schools to ensure services provided use comparable methodology.*

Records and proposals for the Title I Program are housed at each individual school in the principal's office. The Title I instructors are responsible for maintaining proper records on each of the students serviced. In accordance to requirements for the Title I, Peru Schools maintains the program as targeted assistance for students identified as needing additional assistance in the area of reading.

The Title I instructors may conduct pre and post assessments for all students enrolled in the program. This task is performed in order to gather data indicating the student progress realized, due in part, to his/her participation in Title I programming. In addition, there is continual communication with the regular classroom teachers in order to provide appropriate support for the primary programming within the District.

## **Assurances**

Peru's Title I Project has been designed and implemented in accordance to all requirements. The programming for Peru Elementary Schools is coordinated by the Title I instructors and director. Additionally, the instructors consult with the regular classroom teachers on a consistent basis in order to insure a coordinated effort exists between the two programs.

## **Comparability of Services**

The required comparability documents are housed at Parkside in the superintendent's office. These documents include: comparability report, the district wide salary schedule, board policy on salary, and material equivalence among schools. Peru Elementary Schools pays it's Title I Instructors according to his/her position on the negotiated salary schedule. At this time, Peru only has one school per grade span so comparability isn't a factor.

### **Allowable Costs Requirement**

Information pertaining to allowable costs is housed at Parkside in the superintendent's office. Documents may include the following: class schedules, purchase orders, teachers' schedules, excess program cost calculations, and teacher contracts.

### **Needs Assessment**

Peru Elementary Schools completes a Title I needs assessment the spring of each school year. This survey is based primarily on student performance within the classroom and standardized test scores when available. In the primary grades AIMSweb and Fountas and Pinnell Benchmarking will be utilized as part of the student assessment in the spring of each year. Student performance on the MAP Assessment (NWEA's Measure of Academic Progress) will be a primary tool for identification for students in grades 2 thru 8. Additionally, information from parent surveys and teacher surveys is considered valuable screening information. All information necessary for completing the needs assessment report is housed at each school.

### **Student Selection Criteria**

Student selection may be based on any or all of the following multiple criteria: student characteristics, current student data, previous participation in Title programming, and other additional pertinent information such as teacher recommendation or standardized test scores. Copies or samples of these documents are housed at Northview School.

With children in Kindergarten, pre-school screening data and/or previous pre-school evaluation material may aid in the student selection process. In grades K through 8, special attention may/will be given to teacher referrals in conjunction with student performance on AIMSweb, Fountas and Pinnell, classroom assessments, MAP, and ISAT scores of the student recommended for services. Teacher referrals and behavioral characteristics may be utilized as criteria for student inclusion in Title I Programming when no test scores are available.

### **Parental Involvement**

In conjunction with the Title I programming, Peru Elementary Schools has the expectation of parental involvement and support for the instruction provided. Attendance at parent meetings, individual conferences, notes, phone contacts, aiding students in completing homework and class assignments and providing quiet time at home for studies are examples of some of the ways in which Peru personnel count on parents for support in their efforts. Peru staff will put forth consistent effort to foster meaningful communication between home and school. Parents are expected to participate in their child's education. This Handbook acts as a guide and a resource for both parents and teachers.

Appropriate parent meetings will be scheduled at least twice a year to inform and educate parents about the Title I Program and its guidelines. Additionally, parents will be informed of children's progress through written quarterly reports, conferences with teachers, and phone conversations. Copies of students' records

of performance will be housed at the appropriate school.

Copies of newsletters, newspaper articles, and other data disseminating information will be provided to encourage parental awareness of Title I Program. Copies of these will be housed at each school. Peru administration will oversee the parental component of the Title I program as it is carried out by the instructors. If the need arises, copies of all Title I reports and articles will be provided in an alternate language. (i.e. Spanish).

Assessment surveys will provide feedback regarding the progress and success of the Title I Program from both parent and teachers. Sample copies and reports of the surveys conducted will be housed at Northview School.

### **Program Improvement and Evaluation**

Local evaluation of Title I programming is an ongoing process. The Title I instructors may conduct pre and post test assessments on individual students. (Most often student progress is measured from the beginning of the year to the end of the year.) The assessment/evaluation of Title I students in Kindergarten will be a combination of observations, local benchmarking using the Fountas and Pinnell Assessment, and students' knowledge of letters and sounds on Aimsweb. The Title I teachers are also responsible for gathering all information pertinent to effective evaluation of student progress while enrolled in the program. Instruments such as AIMSweb, Fountas and Pinnell, Math Concepts and Application (CAP), Math Computation, and MAP will assist in assessing decoding skills, fluency, and comprehension.

In addition, the sustained effects study on student progress is ongoing, providing further information pertaining to continued improvement activities within the Peru Elementary School District.

AIMSweb Test of Early Literacy (which assesses letter naming fluency, letter sound fluency), Aimsweb Test of Early Numeracy, Spelling, MAZE, Math will be administered up to three times a year in grades K through 8. AIMSweb assessments which target comprehension and fluency (R-CBM) will also be administered three times during the school year to aid in tracking student growth in grades 1-8. Fountas and Pinnell Benchmarking is used at grades K-1 for letter and sound ID. The Fountas and Pinnell text leveling system is also used at grades K-5 for students reading comprehension and fluency. The MAP Assessment will be given to students 2-3 times per year in grades 2-8. Students are assessed in Math and Language Arts using the MAP Assessment.

### **Program Quality**

Peru Elementary Schools makes every effort to provide documentation of the quality of this Title I Program. Examples of this documentation may include any of the following:

- 1) Journal of minutes for planning meetings with teachers, parents, and administration are kept and housed in individual buildings.

2) Notes and records from conferences attended by those associated with Title I Program will be kept and housed in the instructor's classrooms.

3) Desired outcomes as outlined on the Title I application under program goals and objectives represent broad program goals. Specific goals and objectives for students enrolled in Title I Programming can be found outlined in the teacher's lesson plans.

4) Title I instructors maintain individual student progress folders which are housed in the Title I classrooms. Additional evidence of students' progress toward achieving desired outcomes may be reflected in regular classroom progress reports and quarterly report cards.

5) Spring referrals are filled out by teachers in order to identify potential students for the coming school year.

**Web Site**

School information is available on our web site at [www.perued.net](http://www.perued.net). Please check out the website for calendar dates, newsletters, school supply lists and up-to-date information.

## **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 Elementary 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 Elementary 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 or pervasive 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. Bullying also includes cyber-bullying (bullying through the use of technology or any electronic communication).

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, text messages (this is called cyber-bullying) 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. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

### **Reporting Procedures**

Students are encouraged to immediately report bullying. Any faculty and staff member or student of Peru Elementary 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. A report may be made orally or in writing to any staff member with whom the student, faculty/staff, or parent is comfortable speaking. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. A student will not be punished for reporting bullying or supplying information, even if the school’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. 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)

### **BUS/TRANSPORTATION**

The District shall provide free transportation for all students living 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 may be followed. However, extreme acts of misconduct on the bus endanger health and safety. Accordingly, students may be excluded from riding the bus and may also be subject to suspension or expulsion for extreme misconduct on the school bus. (Board Policy 7.220)

**First Referral:** Administrator conference with student and phone contact to parent/guardian.

**Second Referral:** Two (2) day suspension from bus and parent contact.

**Third Referral:** Five (5) day suspension from bus and parent contact.

**Fourth Referral:** Ten (10) day suspension from bus and parent contact.

**Fifth Referral:** Suspension from bus for the remainder of the school term.

Consequences accumulate over the semester.

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 School. 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. Changes to existing bus stops during the year can still be requested by calling the school office.

## **DISCIPLINE POLICY & PROCEDURE**

### **P.B.I.S. (Positive Behavior Interventions and Supports)**

The staff in Peru Elementary School District #124 has implemented a discipline system to promote appropriate student behaviors through direct instruction of those behaviors, and positive rewards for students who correctly demonstrate those behaviors on a regular basis. Through the system we hope to focus more on encouraging students to behave correctly, with the anticipated result that only a few students will need to have consequences or be disciplined for doing otherwise. Rewards will include frequent verbal praise, awarding of tickets which may be redeemed for small prizes, occasional classroom parties or special activities for achieving group goals, as well as some school-wide celebrations. Throughout the year, the staff will continue to re-teach and reinforce the expected school-wide behaviors. Those students who are unsuccessful following our school-wide efforts to teach appropriate behaviors may be referred to the Problem Solving Team\* (P.S.T.) for intervention and support.

\*The Problem Solving Team consists of a group of teachers, the school social worker and psychologist. Their role is to meet with the classroom teacher to help develop goals and interventions for students that are not succeeding either behaviorally or academically.

<p><b>School-wide Expectations</b></p> <ul style="list-style-type: none"><li>▪ <b>BE RESPECTFUL</b></li><li>▪ <b>BE RESPONSIBLE</b></li><li>▪ <b>BE SAFE</b></li></ul>
--

### **Expectations**

To better communicate general behavior expectations for all students at Peru Elementary, we have decided to unify our expectations throughout the buildings. School-wide expectations for behavior will be clearly communicated to the students throughout the school year. The simple system involves only three basic expectations for ALL students, regardless of age or grade level. These three school-wide expectations can be applied to any situation/location within our school and bus, as the following chart demonstrates. Please go over these expectations with your child.

The Peru Elementary staff will encourage students to display appropriate levels of behavior to meet these expectations throughout the building. Time will be spent to explain and teach these expectations to all students. The expectations are designed to make all students feel safe and to establish the best possible learning environment.

### **Tier 2 Behavior Interventions:**

Students who are not successful with the standard PBIS classroom and school behavior

program (Tier 1); will be offered the opportunity to participate in Tier 2 Behavior Interventions. The Tier 2 Behavioral Intervention that will be used during the 2015-16 school year is what is called CICO (Check In Check Out).

**CICO (Check In Check Out)** is a positive approach to checking in with students as they arrive and before they leave school each day. Students are selected to be in a “check in check out” group to help support the behavioral choices they make and to build positive relationships with an adult at school. A Daily Progress Report (DPR) will be sent home daily for any students in the CICO program.

How can parents play a role in the success of CICO?

- Check the Daily Progress Report (DPR) daily.
- Talk to your child about their day.
- Praise your child for what he/she did well.
- If your child had some struggles, talk to/ model/ role play with your child respectful, responsible, and safe behavior.
- Provide encouragement to your child to try their best tomorrow.
- Sign the DPR sheet and return it to school the next day.
- Provide rewards or consequences (as appropriate).

### **Social/Academic Instructional Groups (SAIG)**

SAIG groups are another Tier II intervention that may be part of a students day. SAIG groups are small instructional skill groups for direct instruction and structured practice of replacement behaviors. There are three basic SAIG group types: 1) Problem-solving: replacement behavior for fighting/arguing, impulsiveness, etc., 2) Pro-social skills: replacement behaviors for avoidance, withdrawal, etc., and 3) Academic behaviors: replacement behaviors for calling out, getting out of seat, behaviors related to homework, organization, etc

### **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.

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 and or/physical aggression
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
12. Leaving supervised areas without permission

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.

## **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/Physical Aggression** - 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 (such as pocket knives, look alike and other related items).
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.

## **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 reasonably 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).

### **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 discuss that behavior with the student and/or report the incident to the office. The principal may then assign an

after school detention for the student to serve. 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. If and when a student receives several detentions, a conference may be required between the parent/guardian and the principal.

### **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.

### **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 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)

### **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.

### **Suspension Procedures and 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)

### **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.

### **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.

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

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)

#### **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.

#### **HEALTH/WELL BEING**

The district nurse, Mrs. Karen Miranda, splits her time between Northview and Parkside Schools. She may be reached at 815-223-2567 (Northview) or 815-223- 7723 (Parkside) or by e-mail [kmiranda@perued.net](mailto:kmiranda@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. Parents are asked to make sure they share any health concerns with the school nurse and the classroom teacher.

### **When should I keep my child home because of illness?**

When your child complains of being sick and has symptoms like sore throat, head cold, diarrhea, vomiting, or has had a fever greater than 100.0°F, in the last 24 hours, your child should remain at home. Keeping your child home when he or she is sick will permit your child time to recover and reduce the spread of illness to others. Please call and inform the school when your child is absent due to illness. If your child needs a dose of medication for the above symptoms in the morning, they need to stay at home. PLEASE DO NOT send your child after having had a dose of Tylenol (acetaminophen) or Motrin (ibuprofen) in the morning, the effects will wear off during the school day and the fever will return. A more difficult call is when your child complains of being sick in the morning, but you do not see any symptoms. You will then need to use your best judgment.

### **Medication**

Any medication including over-the-counter cold medications (such as cough drops, aspirin, Tylenol, vitamin supplements, etc.) required for 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. **ALL MEDICATION IS TO BE TRANSPORTED TO AND FROM SCHOOL BY AN ADULT.** No student is to transport or have medications in his/her possession.
2. Before any medication can be given at school a medication authorization form must be completed and signed by the prescribing physician and the parent/guardian; this includes prescription and over the counter medications (such as cough drops, Tylenol, Motrin, etc.). You can find this form on-line and print a form from home.
3. Prescription medications are to be in the original container with the student's name, medication name, dosage, physician's name and pharmacy name.
4. Over-the-counter medication must be in the original container with the student's name written on the container. All medications shall be stored in an appropriate locked cabinet.
5. Students in grades K- 4 will be addressed on a case by case basis to determine if they meet conditions for self- administration of inhalers.
6. All medication forms must be renewed at the beginning of each school year.
7. Short-term antibiotics prescribed to be given three times a day or less should be given at home. Example: a medication ordered three times a day should be given at home before school, after school and before bed. This allows for the doses to be spread out over the longest time period possible when the child is awake.
8. 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 and/or food allergies. A Self Administration of Medication Form will need to be filled out by the parent and a copy of the prescription label will be kept in the nurse's office.
9. The parent or guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medications left at the end of the school year will be disposed of properly by the school.

### **Head Lice**

The goal of Peru Elementary District #124 is to keep students in the classroom as long as medically safe. Peru Elementary District #124 follows the guidelines of the American

Academy of Pediatrics, the CDC and LaSalle County School Health Services. Head lice do not transmit disease or illness. They cannot fly or jump. Research has shown that transmission in schools is extremely rare. Prolonged direct head to head contact or sharing of personal items (hats, combs, pillows, etc) is required for transmission. Parents should regularly check their child's head for evidence of head lice (live crawling bugs). If you discover your child has head lice, please use a prescribed treatment to treat them, not a home remedy. Students suspicious of having head lice will be sent to the office for evaluation by the nurse or designee. The subsequent steps will then be followed:

1. A thorough inspection for live lice and nits will be completed.
2. If live (crawling) lice are noted, the parent/ guardian will be notified immediately by phone. Parents may pick up the student at that time to begin treatment or they can go home at the end of the day.
3. Once appropriate treatment has been started with a product specifically made to treat lice, and the hair has been mechanically combed with a nit comb to remove lice and the majority of nits (eggs), your child should return to school.
4. Children who have had head lice are escorted to school by a parent/guardian to be re-screened before they are allowed back into class. If live lice are still present upon examination for reentry, the child will be sent home at that time for thorough removal. Children who have had head lice will be automatically re-screened in 7-10 days for the return of head lice.
5. To prevent re-infestation your child should be retreated in 7-10 days.
6. Any child found to have recurrent or untreated head lice or excessive nits (eggs) may be excluded from the classroom until treatment is complete.

### **Infection Control**

The following infection control measures are to be followed in order to reduce the likelihood of the spread of skin infections:

All skin infections (including any poison ivy, oak, or sumac) or any open wounds must be covered with a clean, dry dressing (example: bandage) to contain the drainage. Keeping the wound covered will help control the spread of potentially infectious drainage to others and can also protect the student with the wound from further infection while at school. (Guidelines from IDPH)

### **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.

## **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.

## **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 reasonable grounds 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)

## **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. (105ILCS 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.

## 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 for Internet Access 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 user's 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, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- m. Using the network while access privileges are suspended or revoked.
- n. Publishing or otherwise disseminating another person's identity, personal information, account, or password without their consent.
- o. Using the network for unauthorized product advertisement, political activity, promoting or encouraging the use of illegal or controlled substances.
- p. Forgery or alteration of email.
- q. Unauthorized use of the network to play computer games, enroll in list serves, participate in chat rooms, or otherwise waste work time on activities that are 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 the 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 circumsta