

2016-17 Student Handbook

Parkside Middle School

1800 Church Street, Peru, IL 61354

Phone: 815-223-1111

Fax: 815-223-0285

School Hours

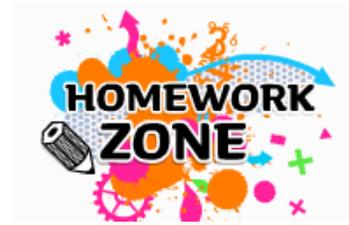
Monday, Tuesday, Wednesday and Thursday
8:20AM-3:10PM

Friday
8:20AM – 1:55PM



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

www.perued.net



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MESSAGE FROM THE PRINCIPAL

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

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

2016 HANDBOOK REVIEW COMMITTEE

Josanne Bruins, Parent Representative
Becky Delaney, Parent Representative
Bridget Lindgren, Parent Representative
Saralyn Shetterly, Parent Representative
Sherri Pannier, Dean of Students
Lori Madden, Principal

Emmie Hachenberger, Class of 2019
Creed McCormick, Class of 2019
Olivia Paden, Class of 2018
Sabrina Zhang, Class of 2018
Logan Jones, Class of 2017
Aubrey Garretson, Class of 2017

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

PARKSIDE STAFF

Fifth Grade:

Mrs. Freschi (5-1) dfreschi@perued.net
Mrs. Backes (5-2) tbackes@perued.net
Mrs. Smudzinski (5-3) msmudzinski@perued.net
Ms. Glupczynski (5-4) lglupczynski@perued.net

Sixth Grade:

Mr. Thompson (LA) jthompson@perued.net
Mrs. Carey (LA) tcarey@perued.net
Mrs. Giachetto (Math) rgiachetto@perued.net
Mrs. Doubek (Science) jdoubek@perued.net

Seventh Grade:

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

Eighth Grade:

Ms. Sonnenberg (USH) mjsonnenberg@perued.net
Mrs. Ochs (LA) kochs@perued.net
Mr. Wasmer (Math) swasmer@perued.net
Mr. Nagle (Science) tnagle@perued.net
Mrs. Hardin (LA/GATE) hhardin@perued.net

Expo Staff:

Mr. Bjork (PE) cbjork@perued.net
Mrs. Budnick (STEM/Tech) kbudnick@perued.net
Mrs. Jenkins (Art) jjenkins@perued.net
Mrs. Verucchi (Music) nverucchi@perued.net
Mrs. Kolczaski (PE/Health) kkolczaski@perued.net
Mr. Miller (PE) wmiller@perued.net
Mr. Whaley (Band) pwhaley@perued.net

Special Education:

Ms. Cassidy (8th Grade) mcassidy@perued.net
Mrs. Kotecki (5th Grade) akotecki@perued.net
Mrs. Ladzinski (5th-8th) dladzinski@perued.net
Mrs. Mueller (6th Grade) kmueller@perued.net
Mrs. Rich (7th Grade) brich@perued.net

Others:

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

ENROLLMENT INFORMATION

Residency

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

Immunization & Health Examination Compliance

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, 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.

Statement of Good Standing

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

Student Fees

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

Book Fee	\$75.00/Year	P.E. Shorts	\$11.00
Technology Fee.....	\$20.00/Year	Replacement PE Lock.....	\$6.00
Student Breakfast.....	\$1.50	5 th -8 th Grade Chorus Fee.....	\$15.00/Year
Qualifying Reduced Breakfast.....	\$0.30	5 th Grade Band Fee.....	\$10.00/Year
Student Lunch	\$2.25	6 th -8 th Grade Band Fee.....	\$35.00/Year
Qualifying Reduced Lunch	\$0.40	Band Instrument Rental.....	\$50.00/Year
Milk	\$0.35	Percussion Fee	\$15.00/Year
Replacement Card	\$1.00, \$3.00, \$5.00	Yearbook (<i>approximate</i>).....	\$30.00
Replacement Lanyard.....	\$1.00	Student Insurance.....	Optional
P.E. Shirt.....	\$9.00		

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 and report to the principal's office. **Visitors who pass beyond the office while students are present will be required to provide a driver's license or state identification. A web-based security system, Raptor, will be used to conduct an instant screening of all visitors and volunteers using this identification.** The system will electronically check against a registered sexual offender database, produce a badge with your photo, and will provide date and time tracking data on visitors and volunteers. Visitors should return to the office before leaving the building to turn in the badge and pick up their identification card.

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.

Transportation

Students who live more than 1.5 miles, or who travel across a hazardous roadway (without the assistance of a crossing guard) will qualify for free bus transportation to and from school. Shooting Park Road, Peoria Street, Routes 6 and 251 all qualify as hazardous roadways. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. A list of bus stops will be published prior to the beginning of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Failure to follow this policy may result in a loss of riding privileges. For further information, contact the Parkside School Office.

ATTENDANCE

Illinois law requires that whoever has custody of any child between six and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Reporting an Absence

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

Minimum Attendance Requirements for Creditable Pupil Attendance Days

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

School Cancellations

When school is canceled due to bad weather or other emergencies, information will be sent out via text and/or phone using the Blackboard Connect alert system as soon as possible. Information will also be posted on the district website and Facebook, and local radio stations will be contacted.

Morning Tardiness

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

Tardiness to Class

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

Truancy

Student attendance is critical to the learning process and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including: referral to the truancy officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney and appropriate school discipline. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. **In extreme cases, chronic truants may be required to complete an extended school year or may be retained in the same grade level.**

Extended Absence

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

Prearranged Absences and Vacations

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

Excused Absence

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

Unexcused Absence

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

EDUCATIONAL OPPORTUNITIES

Trimester Course Offerings

Grade 5:

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

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

Grade 6:

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

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

Grade 7:

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

Expo Courses: REQUIRED: Physical Education OTHERS: Art, Computer Programming, Music, Media Arts, and STEM

Grade 8:

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

Expo Courses: REQUIRED: Physical Education ELECTIVES: Art, FACS, Game Design, Stagecraft, and STEM

Program and Course Descriptions

Algebra: An advanced mathematics course typically taught in high school, but offered to qualifying students in 8th grade. Eligibility requirements include an Algebra Aptitude Test, Math Test Average, and Math Computation and Concepts scores on the MAP assessment. Student may also earn Algebra credit from LPHS if they pay the associated fee and meet all established requirements.

Advanced Placement (AP): Students in 6th and 7th grade will be reviewed for placement in AP Math and Language Arts/Literature each spring, using a variety of assessments and teacher evaluations. Those who qualify for AP courses will be exposed to an accelerated curriculum the following year. They will generally work at a faster pace than students in other classes and will investigate topics for deeper understanding, emphasizing critical thinking and problem-solving.

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

Band and Choir: Any student may enroll in Band or Choir regardless of musical proficiency. A two-week trial is permitted at the start of the year only, though students may also join or drop prior to the start of any trimester. Rehearsals are held during study hall, and grades will be earned. Attendance at all lessons, rehearsals, and performances is mandatory. Students must be passing all core courses to be eligible to participate. The director should be notified in writing to drop band at the end of any trimester. Failure to do so could result in a failing grade. No audition is required to join band or choir, but students may elect to audition for the elite touring groups: Jazz Band and Singing Raiders.

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

Computer Programming: A 7th grade trimester course designed to teach students fundamental programming concepts and the role of computer science and scientists in today's world. Using block-based programming, students will build creative projects in multiple areas, such as music, art, social media and game design.

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

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

Game Design: An 8th grade trimester course in which students will use block-based design to create their very own 2D video game that can be played on a computer or mobile device.

GATE: The philosophy of Gifted Education is to provide for the academic and social needs of those students who demonstrate exceptional ability in academic studies, high-level thought processes, divergent thinking, and/or creativity, and would benefit from specifically planned educational services. In accordance with Illinois State Board of Education rules, gifted students will be identified using a rubric containing Objective Measures as well as Professional Judgment. No Parkside student will be eligible for review more than twice. Once determined to be eligible, students will remain eligible for GATE unless dismissed by parent request, or by the educational team for lack of task commitment. 6th grade GATE students will be administered the In-View test a 2nd time in the spring to provide additional feedback to students and parents.

GATE Entrance Protocol:

- Step #1 - 4th graders (and teacher-recommended 5th -7th graders) will be pre-selected in the Spring using a variety of assessments, including MAP, Aimsweb, PARCC and teacher recommendation
- Step #2 – homeroom teacher (or team) will complete a comprehensive rating scale to evaluate student skills
- Step #3 – those meeting established cut scores will be administered the In-View test of giftedness and those meeting established cut scores will be eligible for enrollment into GATE.

Health: A trimester course for 5th (required) and 6th grade which helps students understand that good health affects school performance, their friendships, their looks, and their lives. The importance of avoiding risky behaviors and guidelines on how to do so will be discussed.

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

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

The following rules apply to daily physical education at Parkside:

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

Stagecraft: An 8th grade trimester course designed to help students become more comfortable, expressive, creative, and articulate when presenting in front of people. Students will learn and engage in public speaking, theatrical performance, debate, literature reading, and improvisation activities.

STEM: A modular curriculum program which emphasizes Science, Technology, Engineering, and Math. Each of 15 modules engages students for seven sessions of computer-assisted learning. It is designed to address many different learning styles. Content is delivered through text, graphics, video segments and hands-on activities.

Modules: Applied Physics, Audio Broadcasting, CADD, Computer Graphics and Animation, Energy and Mechanics, Electronics, Engineering, Flight Technology, Forensic Science, Going Green, Heart Fitness, Interior Design, Practical Skills, Research and Design, and Robotics.

Special Programs & Services

504 Plans: Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Diabetes Care Plans: If your child has diabetes and requires assistance with managing this condition while at school, a Diabetes Care Plan must be submitted to the school nurse. Parents/guardians are responsible for and must:

- a) Sign the Diabetes Care Plan
- b) Grant consent for and authorize the School Nurse to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- c) Inform the school in a timely manner of any necessary change to the Diabetes Care Plan on file with the school
- d) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

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

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

Medicaid Data Release (Special Education Students Only): If a child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement from 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 to: Brandi Anderson-Maier, Director of Special Services 1800 Church Street, Peru, IL 61354

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

Citizenship Rights

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

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

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

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

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

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

Educational Process Rights

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

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

Student Rights Procedure

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

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

Step I: The student(s) and/or parent(s) shall discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. A response by the school must be made to the student/parent within five (5) days.

Step II: If the response is not satisfactory, student/parent shall within ten (10) days request in writing a conference with the principal. A meeting must be held within five (5) days of the request.

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

Step IV: If the issue is not satisfactorily resolved in Step III, the grievant(s) may appeal the grievance in writing to the Board of Education within five (5) days of receiving the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days. A Board appointed hearing officer, may hear all relevant testimony and provide the Board with a written summary of the hearing.

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

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

Student Responsibilities

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

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

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

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

ACADEMIC POLICY AND PROCEDURES

Academic Grading Scale

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

Grades Online

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

Grade / Progress Reports

School report cards will be issued to students on a trimester (12-week) basis. At the mid-point of each Trimester, Progress Reports will be mailed home to all families who do not have access to grades online and to those who request a written report. Trimester Report Cards are mailed home to ALL students.

Homework

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

Late and Missing Work Policy

Daily classwork and homework are critical to help students to master key concepts, and even one zero can significantly impact the overall grade. Students are expected to complete all work and may be required to attend mandated study programs (including but not limited to Academic Lunch, Friday Extended Day and Saturday School) to complete any missing assignments. The grade may be reduced by 10% if not complete when due through the next school day, and by 20% thereafter, with a minimum grade of 70% if completed with integrity within a reasonable amount of time, as determined by the teacher.

Make Up Work

Homework should be requested with the office by 9:00AM. The office will be open by 7:45AM. Prior to this time, requests can be left on the answering machine. The office is open until 4:00PM. Teachers will gather assignments, but it may be necessary for parents to collect books and other materials from lockers. The building is generally open until 6:00PM. Students may also call the homework hotline to obtain assignments. WHEN AN ABSENCE IS EXCUSED OR A STUDENT IS SUSPENDED FROM SCHOOL, HE/SHE WILL BE PERMITTED TO MAKE UP ALL MISSED WORK, INCLUDING HOMEWORK AND TESTS, FOR EQUIVALENT CREDIT. STUDENTS HAVE THE SAME NUMBER OF DAYS TO MAKE UP WORK AND PREPARE FOR TESTS AS WERE MISSED FROM SCHOOL.

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

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

Academic Assistance Programs

Morning Homework Assistance - If a teacher has issued a morning pass, students may report directly to that teacher. If students have questions about homework but do not have a pass, they must first stop in the office to see if a teacher is available to assist them.

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

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

Friday Extended Day - FED is a supervised after school academic program on Fridays from 2:00-3:10pm to provide a structured opportunity for students to complete missing assignments. Students with late or missing work may be required to attend FED.

Saturday School - Saturday School is a supervised academic program on Saturdays from 8:00-11:00am to provide a structured opportunity for students to complete missing assignments. Students with late or missing work may be assigned to attend. Transportation is NOT provided by the district.

HONORS AND AWARDS

Trimester Honor Roll

Honor Roll – 3.1 to 3.69 Grade Point Average

High Honors – 3.7 GPA or above

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

End of Year Awards

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

Alpert Scholarship – this scholarship was established upon Mr. Alpert's death in 2014 to provide financial support for two outstanding Parkside graduates who attend LP High School. The scholarship covers the many fees and costs associated with academics and extra-curricular participation in high school. Criteria used for selection include exemplary citizenship, above average academics, leading by example and financial need.

Attendance (Perfect) – this award recognizes students with NO ABSENCES (excused or unexcused) all year, and with no more than two unexcused tardies. Recipients will receive a certificate for Perfect Attendance.

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

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

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

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

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

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

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

1. At least three years participation in Choir
2. Prominent Role in the Spring Musical
3. Demonstrates Effort and Displays Leadership
4. Good Academic Standing

PBIS Citizenship – this award was established in 2015 to honor 2 students at each grade level who have led by example, worked hard without drama or complaint, consistently followed our behavioral expectations (To Be Respectable, Responsible and Safe) with a positive attitude, and have clearly demonstrated outstanding citizenship.

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

DISCIPLINE POLICY & PROCEDURE

Students are expected to conduct themselves in a manner which is respectful to themselves, their family and their school. They are required to follow all rules and policies established by Peru District 124, which are described in detail in BP 7:190 and are available online for review. Rules and policies within this handbook apply to ALL school-sponsored events, including those occurring off campus, such as but not limited to sporting events, field trips, fine arts activities, camps and conferences.

The goals and objectives of this policy are to provide effective discipline practices that:

1. Ensure the safety and dignity of students and staff
2. Maintain a positive weapons-free and drug-free learning environment
3. Keep school property and the property of others secure
4. Address the causes of student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution
5. Teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana or cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
 - i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 5. Using or possessing an electronic paging device.
 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
 7. Using a laser pointer unless under a staff member's direct supervision in the context of instruction.
 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, cyber-bullying using a computer, network or other comparable conduct.
 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 12. Engaging in teen dating violence.
 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 14. Entering school property or a school facility without proper authorization.
 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 16. Being absent without a recognized excuse.
 17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

Disciplinary Measures

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

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property
6. In-school suspension
7. After-school Detention or Saturday Detention provided the student's parent/guardian has been notified
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
9. Suspension of bus riding privileges
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
12. Transfer to an alternative program if the student is expelled or otherwise qualifies under State law
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement.

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

Explanation of Disciplinary Measures

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

Lunch Detentions: Students will be removed from their regular lunch and will eat in an alternate supervised area. Students may be asked to complete late or missing assignments.

Office Detentions: Students will be held after school from 3:15-4:05PM (M-Th) or 2:00-2:50PM (F). All office detentions are given in writing at least one day in advance of the date to be served, unless the parent is contacted and grants permission. Failure to attend may result in further disciplinary action.

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

Detention Rules

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

In-School Suspension (Disciplinary Study Program): ISS/DSP is the temporary exclusion of a student from classes during the regular school day with an opportunity to complete class work for credit in an alternative supervised setting. Assignments are provided by teachers, and students will receive credit if completed. Students who are disruptive or refuse to cooperate while in ISS/DSP will be referred for further disciplinary action.

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

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

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

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Discipline and Special Education Students

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Bus Transportation

Bus Procedures and Expectations: While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
8. Wait until the bus pulls to a complete stop before standing up, and use the handrail when exiting.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Bus Conduct: Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Other behaviors deemed by administration to threaten the safe operation of the bus and/or its occupants.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation

CLARIFICATION OF DISCIPLINARY TERMS

Bullying, Intimidation and Harassment (BP 7:20, 7:180, 7:190) – Bullying, intimidation, and harassment diminish student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are essential school goals.

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the **district complaint managers**: Mrs. Miller or Ms. Pannier, or any staff member with whom the student is comfortable speaking. Complaints will be kept confidential to the extent possible given the need to investigate. Any student who is determined, after an investigation, to have engaged prohibited behavior will be subject to disciplinary consequences as provided in this handbook, including detention, suspension and expulsion. Parents of students who have engaged in the above behavior will be notified. Any student knowingly making a false accusation of harassment may also be subject to disciplinary consequences.

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

Cheating: If a student is confirmed to be cheating (whether the student is copying themselves or providing answers to someone else), parent contact will be made by the teacher, and the student will be referred to administration for possible disciplinary action. An alternate assignment or test may be given and arrangements must be made to complete the work AT SCHOOL. The final grade may be penalized up to 30% at the discretion of the teacher. (BP 7:190).

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

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

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

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

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

Obscenity/Pornography: Obscene or vulgar language, either written, verbal or expressed by symbols or gestures will not be tolerated. Profanity directed toward school personnel will result in a suspension. Pornographic photographs or sketches are not permitted and will be subject to disciplinary action.

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

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

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

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

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, book bags, lunch boxes, etc.) when there is reasonable suspicion that the search will produce evidence that the student has violated the law or is in violation of the student handbook. (BP 7:140) School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

The administration may request the assistance of law enforcement officials to conduct inspections and searches of these spaces for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

SCHOOL PROCEDURES AND INFORMATION

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

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

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

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

Breakfast: A healthy breakfast is served daily from 7:45-8:10AM. Students will be permitted to come into the cafeteria ONLY if they have a FULL breakfast, and will be required to go outside when they are done eating. Students are not allowed to bring in outside food to be eaten in the cafeteria.

Cell Phones: Cell phone use is not allowed before or during the school day (including lunch) for any reason. Phones discovered during these times are subject to confiscation until picked up by a parent or guardian. Cell phones brought to school must be turned off and stored in a locker. Using cell phones or other electronic devices to text, call, take photos, post or upload pictures/messages, or otherwise communicate while on school property without direct and specific permission from a staff member is prohibited. Students violating cell phone policies will be referred to administration for disciplinary action.

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

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

Dances: School-sponsored dances may be offered throughout the school year. Students who are absent on the day of a dance are not eligible to attend. Further, students who are suspended will not be eligible to attend any dance in the same trimester as their suspension. Dances are open to Parkside students only unless designated otherwise by the sponsoring group, i.e. Student Council or Yearbook.

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

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

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

Electronic Devices: The use of the district computers, printers, software, and related equipment is a privilege, not a right. It is the student's responsibility to treat this equipment with care and to report instances of misuse. Every student and their parent must read and sign an Acceptable Use Policy (AUP) before using the internet or computers. Though efforts are made to avoid access to inappropriate internet sites through filtering, students are ultimately responsible for the sites they access.

Individual student e-Readers such as Kindles, Nooks or iPads are allowed at school for reading purposes only. Students must complete a "Request for Use" document and have it signed by a parent and administrator before bringing the device to school. All e-books should be downloaded at home, and access to the internet is prohibited while at school. During instructional time, which includes class periods and passing periods, all other personal electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images. Student violating the AUP are subject to loss of privileges and disciplinary action.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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

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

Food Allergies: State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Graduation Ceremony: The graduation ceremony is a privilege reserved only for students attending Parkside School to celebrate successful completion of the curriculum (*see promotion/retention p25*). Students must earn this right both academically and behaviorally. Having two or more failing grades in the 3rd trimester, chronic or severe behavioral incidents, or significant attendance problems may cause this privilege to be revoked.

Head Lice: The goal of Peru Elementary District #124 is to keep students in the classroom as long as medically safe. We follow 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.

Home Bound Instruction (BP 6:150): A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Parents of students who will have extended absences may apply for home tutoring by having the proper forms completed by a physician and filed with the superintendent.

Home School: Home-schooled students are invited to participate in Band or Choir but, in conjunction with SRC conference guidelines, are not permitted to participate in athletic or other extra-curricular activities.

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

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

Lunch: Students may bring a sack lunch or purchase a school lunch at a cost of \$2.25, \$.40 reduced price or free to qualifying students. Menus are posted in homerooms and on the school and district website. Two entrée choices are available each day, as well as sandwiches, subs, salads, wraps and other healthy choices for ala carte purchase. Students are encouraged to purchase only food they will eat during their designated lunch. No food or drink may be taken outside.

Students are given a debit card attached to a lanyard in homeroom each day, which should be returned at the end of the day. **LUNCH CARDS SHOULD NOT BE TAKEN HOME.** See fees on page 4 for replacement costs. Students with four lunch card violations earn a lunch detention.

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

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

1. **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.
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 K-8th grade 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.

PBIS: Positive Behavior Intervention and Supports helps ensure all students have access to effective and accurately implemented instructional and behavioral practices and interventions. PBIS provides an operational framework for achieving these outcomes. Our *Raider Rules*: Be Respectful, Be Responsible, Be Safe, are taught to students early in the year and are reinforced throughout the year. By following these rules, students can earn Raider Reward tickets which can be redeemed for a variety of incentives.



Raider Rules for Positive Behavior

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

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

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

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

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

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

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

School Cancellations: When school is canceled due to bad weather or other emergencies, information will be sent out via text and/or phone using the Blackboard Connect alert system as soon as possible. Information will also be posted on the district website and Facebook, and local radio stations will be contacted.

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

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

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

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

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

Suicide Prevention: Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district, and additional resources can be provided by the social worker upon request.

Supervision: Teacher supervision begins at 8:00AM. Students should NOT be on school property before this time without specific permission. Students will enter the building at 8:12AM, unless they have been issued a pass from a teacher. School is dismissed at 3:10PM with the exception of Fridays and the day before a holiday, which are 1:55PM dismissal days. After school supervision ends when all buses have departed and most students have left campus.

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

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

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

Textbooks: Peru Elementary furnishes texts to students on a fee basis, and all texts remain the property of the district. If a book is lost or destroyed, the student shall pay a replacement cost of \$35. Damage from misuse, deliberate marking, tearing or defacing of books (including library books) is just cause for fines to be assessed. Students are responsible for books and texts, and must return the exact book issued to them.

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

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

Video and/or Audio Monitoring: a monitoring system may be in use in public areas of the school building, and on school buses. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape, videotape or digitally, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel. To protect the privacy of all students and staff, these recordings will not be provided for parental review.

Visitation: All visitors to the school must report to the principal's office when entering the building (*see page 4 for details*). Parents are welcome and encouraged to visit classes. Although parents are welcome at any time, American Education Week in November provides an excellent opportunity to see learning in action. Student visitors from other schools are not allowed since they present a distraction to an orderly educational process.

Water Bottles: Students are not allowed to bring water bottles or other beverage containers into class unless specific permission is granted by the teacher for a special occasion or activity. Drinking fountains are available for student use in each academic hallway during passing periods.

EXTRA-CURRICULAR ACTIVITIES

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

It is the philosophy of Peru Elementary School District #124 that all students be encouraged to participate in extra-curricular activities including athletic, academic and fine arts endeavors. Such activities promote the development of knowledge, skills and attitudes, which will enrich the personal growth of early adolescents. These activities are privileges extended to students who wish to participate and agree to comply with all of the rules and regulations established for each respective activity.

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

Extra-Curricular Choices:

Co-educational: Cheerleading, Scholastic Bowl, Student Council, Variety Show, Ranger Club, Yearbook, Spring Musical, Intramurals, Spelling and Geography Bee, You Be the Chemist Challenge

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

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

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

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

Concussion Policy: A student athlete who exhibits signs, symptoms or behaviors consistent with a concussion in a practice or game will be removed from participation. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. (BP 7:305)

Students must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

Eligibility: In order to participate in extra-curricular activities, students must receive passing grades in ALL subjects. Academic eligibility is checked weekly in accordance with IESA regulations. Students should have an opportunity to bring their grade up each week, and may not be declared ineligible if insufficient assignments have been given, such as in the beginning of a trimester. Grades shall be cumulative for the grade period in which the student is practicing or competing. Students must also maintain acceptable conduct in classes and at practice. Certain behavioral issues (i.e. cheating, fighting, or disrespect) may result in a suspension for one or more contests. These regulations apply to managers and players.

Eligibility is checked on Thursday afternoons of each week and is in effect from that Saturday through Friday of the following week. They must practice (except when they attend Project Success) but may not participate in games/matches. Students will be required to attend all home contests and sit with the team in dress clothes. Students will not be allowed to travel with the team to contests away from Parkside School during the week, but may be allowed on Saturday. Students will be placed on academic probation if they have earned a 'D' or have grades which are slipping below their typical average. Probation students may participate in the activity at the coach's discretion.

STUDENT RECORDS

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

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

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

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

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

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

Acceptable Use Policy for Students

Electronic Network, Internet and Technology Equipment Access

Peru Elementary School District 124

Approved 6-15-16

Acceptable Use Policy Statement of Understanding and Authorization

Each student's parent/guardian must sign the Peru Elementary School District 124 Acceptable Use Policy Statement of Understanding and Authorization as a condition for using the electronic network, Internet and technology equipment throughout the district. The signature(s) at the end of this document are legally binding and indicates the signer has read and fully understand the terms and conditions of this policy. The failure of any user to follow these policies will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Introduction

All student access and use of the electronic network, Internet and technology equipment must be consistent with the District's goal of promoting educational excellence. This policy is intended to cover all available school technologies, including but not limited to networks, Wi-Fi, computers, mobile devices, email, the cloud, the Internet and similar equipment, networks and access. This may include the use of personally-owned devices on the school campus.

Usage Guidelines

1. Acceptable Use - Access to the electronic network must be for the purpose of education and research related to school curriculum, assignments and/or assessments, and must also be consistent with the District's educational goals and objectives.

2. Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and may also include disciplinary action as outlined in Board of Education policy and the Student Handbook. The Superintendent or designee will make all decisions regarding whether or not a user has violated these procedures and the district may deny, revoke, or suspend student access at any time it deems this to be necessary for the safety and welfare of others.

3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- B. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- C. Downloading of copyrighted material for other than personal use;
- D. Using the network for private financial or commercial gain;
- E. Wastefully using resources, such as file space;
- F. Hacking or gaining unauthorized access to files, resources, or entities;
- G. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- 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, or is in any violation of any Board policy regarding misconduct, including but not limited to bullying, intimidation, harassment or threats.

- M. Using the network while access privileges are suspended or revoked.
- N. Using encrypted communication without prior approval.
- O. Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy.

4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Be polite.
- B. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- C. Do not reveal personal information, including the addresses or telephone numbers or social media accounts of the user, other or other students or people.
- D. Recognize that email and social media accounts are not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- E. Do not use the network in any way that would disrupt its use by other users.
- F. Consider all communications and information of other people 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 the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services or Internet. Further, the District does not take any responsibility for any information that may be lost, damaged, altered or unavailable when using its services or the Internet.

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 violation of this policy, including such incurred through copyright violation.

7. Security - Network security is a high priority. If the user can identify a security problem in the network or on the Internet, the user 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 and may face other disciplinary actions.

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 data of another user, the Internet, District web page or social media accounts, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Responsibility for Costs Incurred - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, social media or application charges, download fees, bandwidth use and/or equipment or line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user.

10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- A. For each re-publication of a graphic or a text file on a website, file server social media account or other that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- B. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission in written form. The manager of the website displaying the material may not be considered a source of permission.

11. Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students as a tool that is to be used for educational purposes only.

- A. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- B. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- C. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- D. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- E. Use of the District's email system constitutes consent to these regulations.

12. Internet Safety

- A. Internet access is limited to only those acceptable uses as detailed in these procedures. Students may not engage in unacceptable uses, as detailed in these procedures.
- B. To ensure that the students abide by the terms and conditions for Internet access contained in this policy, the District will provide for the education of students about appropriate online behavior, including interacting with other individuals on social networking and cyberbullying awareness and response.
- C. The District provides Internet filtering that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act. While the district may employ filters to limit access to certain kinds of sites and to prevent unwanted or inappropriate materials from being accessed or transmitted, there is no guarantee that all objectionable material will be caught or filtered. Limiting this kind of material is the joint responsibility of all users accessing the District's network.
- D. An administrator or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or designee.

13. Off Campus Computer Use

Using a home-based or off-campus computer such that the use results in material and/or substantial disruption and/or threat at or to the school will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

14. Mobile Device Policy

The District may provide students or employees with mobile computers or other devices to promote learning outside of the classroom. Users must abide by this policy when using school devices outside of the school network. Users are expected to treat these devices with extreme care and caution. Users should immediately report any loss, damage, or malfunction to the Building Principal or appropriate staff. Users may be financially responsible for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

15. Social Media

The District may provide access to social media, blogs, Internet forums, wikis or similar online networks for the purpose of educational needs. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube and Google+. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments to facilitate communication with teachers and other students.

16. Due Process

The District will cooperate fully with local, state, or federal officials in any investigation correlating to any illegal activities conducted through the District's network. In the event there is an allegation that a user has violated the District Acceptable Use Policy, the person will be provided with a notice and opportunity to be heard in the manner set forth according to Board policy.

17. No Expectation of Privacy

Students have a limited expectation of privacy with regard to the contents of their network files, and online and/or network activity may be monitored while using the District's network. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy or other District policies.

Statement of Understanding and Authorization

On an annual basis, each student's parent/guardian must request through the Student Handbook Statement of Understanding that his/her child be allowed to use the Internet and the District's electronic network and technology equipment in accordance with all provisions of the District Technology Acceptable Use Policy as found in the Student Handbook.

The signature is legally binding and indicates the parent has read and fully understand the terms and conditions of this policy. The student's parent/guardian understands that the failure of any user to follow these policies will result in the loss of privileges, disciplinary action, and/or appropriate legal action, and that the District has taken precautions to eliminate controversial material.

By signing the Statement of Understanding, the student's parent/guardian agrees to release the School District and its Board members, employees, and agents from any claims and damages arising from the use of, or inability to use the District's electronic network, Internet and technology equipment, accepts full responsibility for supervision if and when his/her child's use is not in a school setting, and agrees to discuss the Acceptable Use Policy with his/her child.