

Parkside Middle School

"Home of the Raiders"

2010-11 Student Handbook

Homework Hotline
223-2035



Website: <http://www.perued.net>

1800 Church Street
Peru, IL 61354
Phone: 223-7723
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BOARD OF EDUCATION

Mrs. Jyll Leonatti, President
Mrs. Cynthia Gustat Mr. Simon Kampwerth
Mr. Mark Lamboley Dr. C.G. Pillai
Mr. Jim Renk Mr. Jeff Sheppard

Board of Education Meetings are generally scheduled on the third Wednesday of each month, and will be held at Parkside School at 6:00 PM.

School Goals and Objectives

The educational program of the Peru Public School District #124 provides a systematically organized set of experiences which will enable the student to become an increasingly integrated personality.

Specifically, it is the task of the school and of every teacher in the school to help each child to do the following things:

1. Develop knowledge and understanding year by year of the social and physical world; of nature, science, technology, and human relations; the activities of people at home and abroad; the changes and problems in contemporary life, so far as he/she is mature enough to understand and deal with these issues.
2. Develop increasingly effective mastery of the skills of reading, language, and numbers, not as ends in themselves, but as effective tools for better living.
3. Develop an understanding of physical health with the ability to make appropriate adjustments with growth and maturity and acquire the knowledge necessary for good physical, mental, and emotional health.
4. Develop a positive self-concept which will build confidence in abilities and self-respect, without an undue sense of either inferiority or superiority.
5. Develop appreciation of the values of cooperative living and the privileges and responsibilities of a free democratic society.
6. Develop an attitude which will enable him/her to cope with changes in future years within a complex, rapidly changing, modern society.
7. Develop a range of aesthetic appreciations, creative abilities, interests, and habits which will serve as resources for his/her leisure and enrich and deepen his/her personal life.
8. Develop steadily in the independence of thought and action leading to increasingly intelligent self-direction.
9. Develop an understanding of the citizenship responsibility for carrying out reasonable activities at school, at home, and in all other situations as members of a democratic society.

MESSAGE FROM THE PRINCIPAL

On behalf of the faculty and staff, I take pleasure in welcoming you to Parkside Middle School. This handbook has been designed to acquaint you with our school environment, its policies, opportunities and expectations. You are asked to review the handbook carefully and to keep it available for reference.

Parkside School offers a well-rounded curriculum that provides academic, social and co-curricular experiences for all its' students. 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 offer a large variety of extra-curricular activities, including athletics, fine arts and academic endeavors. I urge you to become actively involved in your educational experience, including academics and the extracurricular activities Parkside offers.

Statement of Philosophy

The Board of Education recognizes that "education" is a function of the State and that the Board of Education, as the governing body of the district, shall act as an agency of the State of Illinois. Therefore, all state laws and regulations regarding education will take precedence over local regulations.

The Board is committed to a philosophy of service to children. This objective is to help each child develop as a mature individual and as a contributing member of society. The Board believes this objective can best be met through the development of a school program with the scope to encompass the intellectual, physical, civic, social, and aesthetic needs of children in a democratic society.

Parkside School Mission

To present opportunities for the growth of the early adolescent by providing an environment conducive to learning where each student can develop to his or her fullest potential.

Technology Mission Statement

"Preparing today's students for tomorrow"

District #124 believes all children can learn and the effective use of technology will enhance this learning experience. Technology use is a basic skill enabling students to become life-long learners capable of critical thinking and problem solving. Staff and students will employ technology as a tool to access, analyze, and utilize information.

ENROLLMENT INFORMATION

Immunization & Health Examination Compliance

All students are required to show evidence of an Illinois physical examination and current immunization records when entering kindergarten, grade 6, grade 9, or when entering the district from out of state (27-8.1 School Code). The Illinois Department of Public Health has mandated dental exams for all students entering 6th grade (Public Act 093-0946). All students must be in compliance in order to enroll and attend school. Students not in compliance may not attend school until meeting the requirements. Religious exemptions are made with proper documentation (Board Policy 520.02). Students new to the District must participate in speech and language screening.

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

Residency

Fifth, sixth, seventh and eighth grade students whose parent lives within the district shall attend Parkside School unless exempted by attendance in an optional setting. As per Board of Education policy 506, NONRESIDENT STUDENTS will NOT be allowed to attend Peru Public Schools.

Transportation

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

Parent Teacher Club

All parents are encouraged to become active members of the Peru District Parent Teacher Club. The purposes of the PTC are endorsed by the Board of Education.

1. To promote the welfare of students in home, school and community.
2. To bring the home and school into a close relationship so parents and teachers may cooperate intelligently in the training of the student.
3. To develop between educators and the general public such united efforts as will secure for every student the best advantages in physical, mental and social education.

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
Student Breakfast.....	\$1.25
Qualifying Reduced Breakfast.....	\$.30
Student Lunch	\$2.00
Qualifying Reduced Lunch	\$.40
Milk	\$.30
P.E. Shirt	\$8.00
P.E. Shorts	\$10.00
Replacement Lock (<i>if lost</i>).....	\$6.00
Chorus Fee.....	\$6.00/Year
5 th Grade Band Fee.....	\$6.00/Year
6 th -8 th Grade Band Fee	\$12.00/Year
Band Instrument Rental	\$50.00/Year
Percussion Fee	\$20.00/Year
Concert Band Uniform Rental Fee	\$9.00/Year
Band-O-Rama Accompanist Fee.....	\$10.00
Yearbook (<i>approximate</i>)	\$30.00
Student Insurance	Optional

EDUCATIONAL OPPORTUNITIES

Course Offerings

Grade 5

Core Courses: Reading, Math, Language Arts, Social Studies, Science, Spelling

Required Expo: Physical Education and Health

Other Expo: Art, Music, Computers, Study Skills, and G.A.T.E.

Grade 6

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

Required Expo: Physical Education and Health

Other Expo: Art, Music, Computer Applications, Ceramics and G.A.T.E.

Grade 7

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

Required Expo: Physical Education, Tech Prep

Other Expo: Art, Music, Spanish, Graphic Design and G.A.T.E.

Grade 8

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

Required Expo: Physical Education, Tech Prep

Other Expo: Family Living, Art, Spanish, Stagecraft, Tech Prep II, and G.A.T.E.

Program and Course Descriptions

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

Art: a progressive course offered to all grade levels. In fifth grade the students will be introduced to the history and elements of art through a variety of media and studio activities. Each consecutive year will build upon these elements and principles to expand on media and processes.

Band and Chorus: students are eligible to select Band or Chorus for a complete semester, regardless of musical proficiency. **Those who are undecided may join on a two-week trial basis, but must inform the director if they play to drop to avoid being subject to a failing grade for the semester.** Grades will be earned, and attendance at all lessons, rehearsals, and performances is mandatory. 5th grade band is ungraded and students may add or drop band at any time with parent permission. Students must be passing all core courses to be eligible to participate.

Ceramics: a sixth grade course where students are introduced to the history and processes of Ceramics through a variety of studio activities. Students will engage in hand built pottery techniques.

Chorus: Every student is welcome to join Chorus. Rehearsals are held at least two days a week during study hall and will be divided by grade and/or ability level. No audition is required to join Chorus, but students may elect to audition for the elite touring group, Singing Raiders.

Computer Applications: designed to expose students to a variety of topics, including hardware recognition and function, internet research, keyboarding and Microsoft Office skills.

Family Living: designed to help students develop a better understanding of parenting responsibilities. The Real Care Parenting curriculum which involves an Infant Simulation Session will be used. Students will care for the Simulated Infant for one weekend during the class. The program is intended to discourage teen pregnancy. Sex education and other health-related topics will be discussed.

Gifted and Talented Education: the philosophy of GATE is to provide for the academic and social needs of those students whose mental development is accelerated beyond the average or who have demonstrated specific aptitude or talent and can profit from specifically planned educational services. These students demonstrate exceptional ability in academic studies, high-level thought processes, divergent thinking, and/or creativity.

Selection Process for GATE

Students will be selected after a review by the educational team. In accordance with Illinois State Board of Education rules, gifted students will be identified using Objective Measures and Professional Judgment.

1. Objective Measures:

- a) MAP Assessment
- b) ISAT (Reading and Math)
- c) InView Test of Giftedness

2. Professional Judgment:

- a) Teacher Recommendation Checklist
- b) Cut off points will be established and reviewed by the educational team.

Exit Policy students may be dismissed after a parent conference for the following reasons:

- a) Not performing to potential
- b) Lack of task commitment
- c) Parent request

Graphic Design: a seventh grade computer class that will cover a variety of areas in graphic design operations, applications, concepts, and communication. Students will use the following: PhotoImpact, Microsoft Publisher, Silk Screen Process and Product Design.

Health: a required course for fifth and sixth graders, 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.

Physical Education: mandated by Illinois School Code, Chapter 122, Article 27-5. A written notice from a physician (specifying the duration of nonparticipation) is the only excuse accepted for exemption from P.E. (B.P. 7:260). The following rules apply to physical education:

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

QUARTERLY NO DRESS POLICY:

- a) 3rd Offense = 15 minute teacher detention
- b) 4th Offense = 15 minute teacher detention
- c) 5th Offense = Office Referral

Spanish: a seventh and eight grade course for students to learn basic vocabulary, grammar and conversation skills. They must have completed Spanish I or have a general knowledge of Spanish to be enrolled in Spanish II.

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

Study Skills: a fifth grade course intended to introduce students to a variety of strategies and methods to be used for the purpose of acquiring knowledge and competence, and to prepare students for test-taking and homework completion.

Tech Prep: this modular technology program emphasizes science, math, and careers. Each module engages students for seven sessions of computer-assisted curriculum. It is designed to address many different learning styles. Content is delivered through text, graphics, video segments and hands-on activities. The following modules are included: Applied Physics, Audio Broadcasting, CADD, Computer Graphics and Animation, Energy and Mechanics, Electronics, Engineering, Flight Technology, Forensic Science, Going Green, Heart Fitness, Interior Design, Practical Skills, Research and Design, and Robotics.

Special Education Programs & Services:

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

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

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

ACADEMIC POLICY AND PROCEDURE

Academic Grading Scale

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

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

Midterm Progress Reports will be sent electronically to those providing an email addresses to the office. All others will be mailed home. Quarterly Report Cards will be mailed home to all students. We encourage you to contact your child's teacher at any time for further information.

Academically At-Risk (AAR) Study Hall

Students who are failing two or more core classes at midterm or the end of a quarter, will be automatically enrolled in AAR Study Hall. Parents will be notified in writing when this occurs. AAR meets daily during study hall. A list of assignments (homework hotline) will be provided daily, and each assignment will be initialed upon completion. AAR may meet in the regular study hall or students may be moved to another location for additional help. Progress reports will be sent home with students every Friday. Students are NOT allowed to participate in Band or Chorus while they are enrolled in AAR.

Project Success

Project Success is an after school program to assist students in completing homework, organizing materials and studying for tests. The program meets Monday-Thursday until 4:10pm. Project Success may be mandated for students at risk of retention after the first semester, unless a written exemption is provided by a parent or guardian.

HOMEWORK

The purpose of homework is to enrich the school experience, strengthen basic skills, and improve student study habits.

Late Work Policy

Homework turned in late will be penalized as follows: 10% off if turned in late, but before the end of the current school day; 20% if turned in by the next day. Work not completed by the next day will earn a 0%. **EXCEPTIONS** - long term assignments and work collected for credit only will not be accepted late.

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

Prearranged Absences: assignments will be collected during the absence and will be given to the student to make-up upon his/her return. Some work may be available ahead of time, but this should not be expected.

Medical Appointments / Short-term Absence:

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

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

Homework Hotline: Call 223-2035 to receive current homework assignments for each grade level.

ATTENDANCE

Reporting an Absence

Success in school is dependent upon punctuality and regular attendance. Absences should be reported to the Principal's Office 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. If the parent does not call, The School Code of Illinois requires the school to contact the parent to verify an unreported or unexcused absence. The final responsibility to see the student is legally in school rests with the parent or guardian. Students and parents must act in compliance with the Illinois School Code, Chapter 122, Articles 26-1 and 26-2, which governs compulsory school attendance laws, excessive absences, and truancy.

Minimum Attendance Requirements for Creditable Pupil Attendance Days

Full-Day: 5 hours (300 or more minutes)

Half-Day: 2½ hours (150 or more minutes)

Morning Tardiness

Students who are tardy to morning homeroom three or more times per month will be assigned consequences at the end of each month. Discipline will be progressive in nature. Consequences include Office Detention, Saturday Detention (5 or more tardies), 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. Students should not be sent back to a previous teacher or the office for a hall pass. Passing periods are sufficiently long enough to enable students to get to each class on time. Students should be penalized for each tardy to class following the third offense.

Truancy

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

Extended Absence

Any absence due to illness or injury that extends beyond three (3) consecutive school days, or any illness or injury that prohibits a student from P.E. participation shall require a medical excuse issued by a physician. Special health conditions restricting physical education participation may be addressed with a physician's notice 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. Classroom assignments will be collected during the absence and will be given to the student to make-up upon his/her return. Some work may be available ahead of time, but this should not be expected. 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 ISAT testing in February.** Students will be asked to attend Project Success until all make up work is completed.

Excused Absence

An excused absence meets the following criteria: personal illness or physical disablement (medical documentation will be required after 8 accumulated days); critical illness or death in immediate family; school related activities, and up to 5 days of prearranged family absences.

Unexcused Absence

Unexcused absence is an unauthorized absence from school, such as: prearranged family absences beyond 5 days, oversleeping, car trouble, shopping, non-medical appointments, leaving class or school grounds without permission, babysitting, or completing school work at home. Students leaving school during school hours must 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 SHALL NOT LEAVE THE SCHOOL WITHOUT FIRST NOTIFYING THE TEACHER AND GETTING PERMISSION OF THE PRINCIPAL OR HIS/HER DESIGNEE. Sign out sheets are located in the office.

HONORS AND AWARDS

Quarterly Honor Roll

Honor Roll – 3.1 to 3.69 Grade Point Average

High Honors – 3.7 GPA or above

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

End of Year Awards

Robert Alpert Outstanding Athlete: Bob Alpert is a retired Peru teacher and coach. He contributed greatly to the athletic history of Washington School. This award is selected by all 7th and 8th grade athletic team coaches using the following criteria:

1. Must be an Outstanding Athlete
2. Must participate in at least 2 sports each year
3. Demonstrates Exemplary Leadership
4. Average or above academic achievement

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

Brett Barry Outstanding Artist – Brett was a former student killed in an automobile accident at age 18. He was an exceptionally talented artist who enjoyed oil painting and drawing. The award was established in his honor to recognize an outstanding 8th grade art student. The recipient must have:

1. Outstanding Artistic Ability
2. Must be in 8th grade
3. Must have entered work in Art Shows
4. 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
3. Demonstrates Character, Initiative & Service

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

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

Jade Muylle Scholarship – Jade was a former Peru student who died during his eighth grade year and was awarded honors posthumously. This award was established by his family in his memory. The recipient is selected according to the following criteria:

1. Member of the 8th grade Graduating Class
2. Attended Parkside School all 4 quarters
3. Earned the Highest Cumulative GPA during their 8th grade year

Presidential Academic Excellence –this award recognizes academic success in and out of the regular classroom. Students must show potential by scoring at or above 85% in both Reading and Math on the ISAT, and maintain a GPA of 3.5 or better during 8th grade.

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

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

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

Scholastic Honors: Fifth, Sixth, seventh and eighth grade students who maintain a final cumulative grade point average of 3.4 or better will receive recognition for their outstanding scholastic achievement at the annual Honors Banquet in May. Students may NOT have a 'D' or 'F' in any course to qualify. Eighth grade students who earn SH status every year in middle school will receive an additional award at the year-end awards assembly.

STUDENT RECORDS

Permanent Record

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

Temporary Record

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

Maintenance of Records

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

Transfer of Student Records

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

A parent may not challenge grades which are on the permanent record and may not challenge any references to expulsion or out of school suspension, if the challenge is not made until the time the student's school records are forwarded to another school to which the student is transferring.

The Family Education Rights and Privacy Act

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. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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. Though the student has this right, the right 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 handicaps in the traditional school setting shall have access to alternative programs of instruction.

3. Using the specified proper channels, students shall be permitted to voice their 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. (Board Policy 501.01)

6. Handicapped 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. (Board Policy 501.02)

Level I:

A student shall present the complaint in writing to the 504 Coordinator. 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 by Illinois Board of Education in booklet entitled "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. (Board Policy 520.01)

Reporting Procedures; Placement Procedures; Case Study Evaluation; Temporary Exclusion; Placement Decision; Appeal Process; Subsequent Evaluations are included in Board Policy 520.01 and 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 or activity may participate in the organization or 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. The confiscation of lawful property may not extend beyond the current school year.
10. Parents will be notified prior to classroom instruction in sex education and AID's education; the parent may request the student not participate in that content area. Alternative lessons will be provided.
11. In regard to these rights, students have the right to appeal through proper channels.

Student Rights Procedure

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

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

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

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

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

Step IV: If the issue is not satisfactorily resolved in Step III, the grievant(s) may appeal the grievance in writing to the Board of Education within five days of receiving the written response. The Board shall consider the appeal within sixty

days and a written response shall be given within five days. A Board appointed hearing officer, may hear all relevant testimony and provide the Board with a written summary of the hearing.

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

Equal Educational Opportunities: Sex 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.

DISCIPLINE POLICY & PROCEDURE

Students are expected to conduct themselves at all times in such a manner as to bring credit to themselves, their family and their school. Behavior which is disruptive to the educational environment of the school, or which is dangerous to persons or property, is prohibited. The following procedures were established, within school board policy guidelines, to maintain discipline within the school. A copy of the student handbook will be furnished to parents/guardians at registration or within fifteen days of enrollment.

Rules and policies within this handbook apply to all school-sponsored events, including those occurring off campus, such as but not limited to: sporting events, field trips, fine arts activities, camps and workshops.

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

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

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

When a student is serving an assigned out-of-school suspension, or has been expelled from school, he/she is NOT allowed to be on school property unless under the direct supervision of his/her parent or guardian. Unaccompanied students will be considered trespassers, and the proper authorities will be notified. (BP515-515.1)

Gross Misconduct is a more serious or chronic type of disobedience that will most often result in suspension or expulsion. Offenses for which students may be suspended or expelled include, but are not limited to: (See BP 7:190)

1. Bullying, Harassment and Intimidation
2. Fighting
3. Gang Activity
4. Insubordination and/or Obscenity
5. Possession or Distribution of Pornography
6. Possession or Use of Cigarettes
7. Possession or Use of Matches or Lighters
8. Possession or Consumption of Alcohol
9. Possession or Use of a Controlled Substance
10. Possession of Drug Paraphernalia
11. Possession or Use of Fireworks or Explosives
12. Possession or Use of a Weapon
13. Setting False Fire Alarms
14. Striking or Threatening any Student or Staff
15. Use of Electronic Shocking Devices

Discipline and Special Education Students:

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

***Disclaimer** – *this handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies.*

Behavioral Consequences & Expectations

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

Consequences determined by Administration:

Lunch Detentions: students will be removed from their regular lunch with peers and will eat in an isolated area (typically the DSP room).

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

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

Detention Rules

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

Disciplinary Study Program: DSP is the temporary exclusion of a student from classes with an opportunity to complete class work for credit in an alternative setting. DSP will be scheduled as needed on any day. The following rules will apply:

1. Student must report to the office by 8:20AM
2. Students must follow all detention rules.
3. Assignments are provided by teachers and students will receive credit if completed.
4. Students who are disruptive or refuse to cooperate while in DSP will be referred to the administration for suspension.
5. Lunch will be eaten in the DSP room.

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

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

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

BUS TRANSPORTATION

Procedure and Expectations

1. Be on time.
2. Wait off the road, out of danger of passing vehicles.
3. Board and exit bus in an orderly fashion.
4. Go directly to your seat.
5. Remain seated until the bus has come to a complete stop at your destination.
6. Keep your voice low.
7. Keep head, arms, and hands inside the bus at all times.
8. Keep feet and objects out of the aisles.
9. Obey the driver promptly.
10. Demonstrate respect for the driver and other students riding the bus.
11. Get on and off only at the designated stop.
12. Comply with all school rules/ regulations as stated in Student Handbook.

Bus Discipline

If misconduct occurs on the bus, the driver will make a written referral to the building principal. The following sequence of discipline will normally be followed. However, extreme acts of misconduct on the bus endanger health and safety. Accordingly, students may be excluded from riding the bus and otherwise disciplined by suspension or expulsion for extreme misconduct on the school bus (BP 7:220).

First Referral: Counseling by administrator, written warning and parent contact.

Second Referral: Loss of bus riding privileges for two (2) days and parent contact.

Third Referral: Loss of bus riding privilege for up to two weeks and parent contact.

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

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

CLARIFICATION OF DISCIPLINARY TERMS

Bullying - any kind of mistreatment where there is an imbalance of power, or aggressive behavior that subjects a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated), which are likely to intimidate and/or provoke a disorderly response from the student being treated in this matter. Bullying may also be written or indirect (i.e. spreading rumors, exclusion from groups, hiding or destroying personal property). Any such disruptive behavior may result in consequences as deemed appropriate by the administration.

Cheating - If a student is confirmed to be cheating, parent contact will be made by the teacher, and the student will be referred to administration for possible disciplinary action. The student will receive a '0' on the assignment or in the case of a test, must make arrangements to retake the exam for a maximum grade of 70%. Subsequent offenses will result in an automatic '0' for tests and assignments and an office referral. (BP 7:190, 5)

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.

A suspension may be reduced if a student and parents agree, at their expense, to: have a drug-alcohol assessment and work in cooperation with school personnel to follow through with the recommendations of the assessment, and complete the program. Failure to do so would result in a reinstatement of any suspension/expulsion. The administration reserves the right to withhold this option on an individual basis.

CyberBullying - Sending or posting harmful or cruel text or images using the Internet or other digital communication devices is prohibited. Home based computer use that results in a substantial disruption to the school environment constitutes grounds for investigation and possible discipline.

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

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.

Harassment - No person, including students or staff, shall harass or intimidate another person based upon their sex, color, race, religion, creed ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. (Board Policy 7:20)

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

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

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 ground for suspecting that the search will produce evidence the student has violated the law or is in violation of the student handbook. (BP 7:140)

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

Self Defense – it is the duty of any person threatened to use all prudent and 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.

Sexual Harassment - Any unwelcome act or comment, sexual in nature that is considered offensive, whether intended, or not which denies or limits the provision of educational aid, benefits, services, or treatment. (Board Policy 5:20, 7:20 and Board Procedure 5:90 A-P)

Weapons - firearms, BB guns, or pellet guns; objects if used or attempted to be used can cause bodily harm (ie. knives, brass knuckles, clubs, bats, pipes, locks, pencils, etc.); or "look-alikes" of any items described above. (BP 7:190, page 4)

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

Reciprocal Reporting Act

Illinois statutes mandate that certain types of incidents (drugs, weapons, and attacked on school personnel) occurring in or on school property be reported to local law enforcement and the Illinois 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 any delinquency dispositional order involving weapons offenses.
5. Local law enforcement will notify school designee of all arrests related to but not limited to weapons, criminal gang activity, or drugs. Notice of all convictions will be made if the record involved a student who is arrested after his or her 17th birthday.

SCHOOL PROCEDURES AND INFORMATION

Accidents: All accidents which occur at school must be reported to the principal's office immediately. Students or teachers should report the particulars as soon as possible. Under no circumstances should a student leave the building because of injury unless leaving with the parent or his/her designee. When possible and in most cases, the parent will be notified by 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 at Washington School for further information, or to review the inspection/management plan.

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

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

Breakfast: Breakfast will be served daily from 7:50 to 8:15AM for any interested students. The cost will be \$1.25, \$.30 reduced price, and free to those who qualify.

Cell Phones: Cell phones are not allowed in class and should NOT be used before school or during the school day (including lunch) for any reason. Phones discovered during these times are subject to confiscation until picked up by a parent or guardian. Cell phones brought to school must be turned off and stored in a locker. Students caught using cell phones (calling, texting, photos, etc.) may earn a Saturday detention or DSP.

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

Computers: Use of computers, printers, software, and related items is a privilege, not a right. It is the student's responsibility to treat the equipment with care and to report instances of misuse. If a student damages, copies, tampers with or tries to gain access to confidential files, he/she will be disciplined, including suspension or expulsion, in addition to paying restitution. Data brought from home must be approved and scanned before use.

Every student and their parent must read and sign an Acceptable Use Policy (AUP) before using the internet or computers. Though efforts will be made to avoid access to inappropriate internet sites, students are ultimately responsible for the sites they access. Chat rooms, Instant Messaging and downloading of music or software are not permitted at Parkside School. Students MUST have permission to send email. Violating the AUP will result in a loss of computer privileges.

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

Dances: Dances, sponsored by the student council and yearbook staff, will be offered throughout the school year. Students who are absent on the day of a dance are not eligible to attend. Further, students who have been suspended will not be allowed to attend the next scheduled school dance. Most dances are open to middle school students from surrounding communities.

Deliveries: Items such as flowers and balloon bouquets will not be delivered to students as they are distracting to the educational environment. Items such as PE clothes or homework will be delivered as needed.

Discrimination Policy – Peru Public Schools will provide equal opportunities for students and staff without respect to race, sex, religion, national origin, or physical or mental handicap.

Dress Code: When attire is worn, which in the judgment of the administration or staff, is offensive or disruptive to the educational environment, corrective action will be taken. Students will be required to remove the item(s) and replace it with PE clothing if an alternative is not readily available.

Items not allowed include, but are not limited to overly revealing clothing (midriff and cleavage), short skirts or shorts, tops with straps less than 3" width on shoulders, apparel that promotes or advertises drugs/alcohol/tobacco/violence/ explicit sexual themes or profanity. Coats or jackets, hats and sunglasses are not to be brought to class. Jewelry or accessories considered objectionable by school personnel will not be allowed. Chains attached to belts or wallets, or worn in any fashion are prohibited.

Electronic Devices: Students are not to bring iPods, MP3 players, video games, cameras, CD players, pagers, etc. without specific permission from staff. The school assumes NO responsibility for any items lost or stolen items.

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 or excessive tardiness, or an out-of-school suspension during the 4th Quarter may be excluded from End-of-Year Field Trips.

Graduation Ceremony: The graduation ceremony is a privilege which students must earn both behaviorally and by meeting the requirements for promotion. Students with chronic behavioral problems or a suspension in the 4th quarter may lose this privilege.

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

Insurance: Accident Coverage is provided for all students as a benefit of Peru Public Schools' membership in the Workers' Compensation Self-Insurance Trust (WCSIT). This coverage will provide insurance for students injured in school-sanctioned activities during the school year. Parents who wish to purchase additional options, such as 24 hour coverage, and a dental extension, may pick up the information in the 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 either bring a lunch or purchase a school lunch at a cost of lunch is \$2.00, \$.40 reduced price or free to qualifying students. Two entrée choices are available each day, as well as salads, wraps and other healthy snacks for ala carte purchase. Students are given a debit card in homeroom to make a lunch purchase, and the card should be returned at the end of the day. Menus are posted in homerooms and on the school and district website. Remaining lunch balances will be automatically transferred to the next school term. Eighth grade balances may be transferred to a sibling or refunded prior to graduation.

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

1. Medications will be administered daily during an assigned time frame. PARENTS MUST BRING THE MEDICATION IN ITS ORIGINAL CONTAINER, and must present a completed Medication Request and Authorization Form signed by the parent and the prescribing physician.
2. Over the counter medications such as Tylenol, cold medications, etc. will not be given by the school nurse unless brought in by the parent with a Medication and Authorization Form from the physician stating the reason the medication is to be given, and any side effects. The medication is to have the students name on it, be in its original container and be brought to the school nurse to be kept in a locked cabinet until needed.
3. Medications needing refrigeration WILL NOT BE DISPENSED at school due to an inability to store them in a locked cabinet.
4. With any new medication, the Initial dose WILL NOT be administered at school by the RN. This must be given at home or in the doctor's office.
5. Prescribed medications must be stored at school in the prescription bottle, clearly state the student's name, medication name, dosage, frequency and administration instructions.

6. Students are generally not allowed to self-medicate. Exceptions to this may include students needing asthma medications, or epi pens for allergic reactions to bee stings. A Self-Administration of Medicine Form will need to be filled out by the prescribing physician, and the parent or guardian, and kept on file.

7. MANY OF THE MEDICATIONS ADMINISTERED TO STUDENTS ARE CONTROLLED SUBSTANCES AND SHOULD NEVER BE SENT TO SCHOOL WITH A STUDENT. PARENTS MUST BRING ANY MEDICATIONS TO THE SCHOOL. THERE WILL BE NO EXCEPTIONS TO THIS RULE. THE SCHOOL NURSE WILL SEND THE EMPTY PRESCRIPTION BOTTLE HOME WITH THE STUDENT.

8. UNDER NO CIRCUMSTANCES WILL MEDICATIONS, PRESCRIPTION OR OVER-THE-COUNTER, BE DISTRIBUTED UNLESS THE ABOVE GUIDELINES ARE MET.

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 Public 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. (SB #527-529). If you would like to be informed when pesticides are applied, please contact the district office at 815-223-0486.

Printers: Printing is limited to school projects only. The color printer may NOT be used without direct permission from a teacher.

Promotion/Retention: Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, 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: successful completion of the curriculum, attendance, and performance on standardized tests. School personnel will consider the GPA, 7 or more of failing grades and homework completion when determining whether the curriculum has been successfully completed. Parents will be notified of the final decision in writing. 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.

Safety Drills: Fire and disaster drills will be held throughout the school year as prescribed by Illinois law. Procedures will be posted in the classrooms.

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

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

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.

Shocking Devices – shocking devices and laser pens are NOT allowed in school at any time. Students bringing them to school or using them will be referred to the office for disciplinary action.

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

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

Supervision: Teacher supervision begins at 8:05AM. Students should NOT be on school property before this time without specific permission. Students should not enter the building before 8:20 AM, unless they have been issued a pass from a teacher. School is dismissed at 3:15 PM; supervision lasts until the buses depart and most students have left campus.

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

Telephone: Students with valid cause may use the office phone when they have teacher permission. All calls must be logged by name and phone number. Personal cell phones may NOT be used during school hours or at extracurricular events.

Testing: Students will be given achievement and ability index tests throughout their school career. The NWEA Measurement of Academic Progress (MAP) Assessment is given in the Fall and Winter, and the Illinois Standards Achievement Test (ISAT) is administered in the Spring. AIMSweb will be used to monitor student progress in Reading three times per year. Testing serves as a means to study and evaluate student progress and plan for curricular improvements. Parents will receive results for all testing given.

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

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

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

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

EXTRA CURRICULAR ACTIVITIES

Extracurricular activities are privileges extended by the district to students who wish to participate and who agree to comply with the handbook regulations, as well as the rules and regulations established for the 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.

Students participating in any extra curricular school activity must be in attendance for a full day on the day of the scheduled event. Further, students must be in attendance for a half-day the day prior to a game played on a non-attendance day (ie. half day Friday for a Saturday contest).

Students participating in extra curricular school activities are subject to the same rules, regulations and behavioral consequences as apply during the regularly scheduled school day.

Any student who is assigned to the Disciplinary Study Program or who is out of school as a result of a suspension may not attend nor participate in any extra curricular activity on the date(s) of the DSP or suspension assignment.

Eligibility

All activity requirements as outlined by Board of Education policy, the athletic handbook, state or conference requirements, as well as those set by the activity coach/sponsor and approved by the principal, must be met. A copy of the coach's expectations and an athletic handbook will be provided to each participant by the coach.

In order to participate in IESA activities, students must receive passing grades in all subjects. Academic eligibility is checked weekly in accordance with IESA regulations. Grades shall be accumulative for the grading period which the student is practicing or competing.

This regulation applies to managers also. Eligibility is checked on Friday and is enforced from the following Monday through Saturday. Students failing to meet academic eligibility may practice but not compete. Those who are ineligible for three consecutive weeks, or five cumulative weeks will be removed from the team.

Extra Curricular Choices

Co-educational: Scholastic Bowl, Cheerleading, Student Council, Variety Show, Library Aides, Web Club, Yearbook, Musical, Young Authors, Intramurals, Spelling and Geography Bee.

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

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

Guidelines for Extracurricular Activities

1. Comply with all Starved Rock Conference and IESA rules.
2. Comply with all Student Handbook rules.
3. Comply with coach's expectations and rules.
4. Participants using a mode of transportation other than that provided by the district must provide written parent permission and obtain approval from the coach.
5. If an activity is an extension of a class, any unexcused absence from that activity will be considered a factor in determining a student's grade.
6. Sit with their team when not participating or cheering at that particular time.
7. Present a neat and clean appearance.
8. Avoid abusive language and/or behavior.
9. Demonstrate a cooperative attitude with coaching staff.
10. Be on time and attend all scheduled practices and competitions unless excused by the coach.
11. Participants who quit or are removed from the team prior to the end of the season may NOT participate in a new activity until the first season is complete, including the state tournament series.

Extra-Curricular Awards

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

Peru Public Schools District #124

Student Internet/Technology Acceptable Use Policy

Access to the Internet:

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

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

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

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

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

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

Student Permission for Internet Access

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

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

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

Terms and Conditions

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

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

12. Internet Safety –

a. General Warning; Individual Responsibility of Parents and Users

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

b. Personal Safety

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

c. Confidentiality of Student Information

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

d. Active Restriction Measures-

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

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