

PERU ELEMENTARY SCHOOL DISTRICT 124  
Parent and Student Handbook  
2022 – 2023



Northview Elementary School

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Parkside Middle School

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## Introduction

### Message from the Administration

On behalf of the faculty and staff, we welcome you to a new school year at Peru Elementary School District. We are pleased to partner with you in the education of your children. This handbook has been designed to acquaint you with our school environment, its policies, opportunities and expectations. Each year an advisory committee, consisting of parents, teachers, and students, meets with the administration to review and modify these policies within the guidelines established by the Board of Education. A copy of the Parent and Student Handbook is available on our website and is provided to all students within fifteen (15) days of their enrollment. You are asked to review the handbook carefully and to keep it available for reference. Please support us when rules and regulations are enforced. Keep in mind that we must make our decisions for the good of all our students and not just one individual or special group.

Our district prides itself in creating a student-centered learning environment that maintains high expectations for students and staff. Teamwork is an expectation as teachers, parents, and students work together to focus on the achievement of each child. Our students need your support, involvement, and encouragement throughout the year. We encourage you to provide opportunities for nightly reading and to help your child develop good study habits at home. We offer a well-rounded curriculum using the Illinois Learning Standards as the foundation to provide the best academic, social and co-curricular experiences for everyone. We believe there is a place for every parent and student to get involved, and we strive to help them identify and develop student interests. Our hope is to work together to reach each student's educational goals while making the year successful.

### 2022-2023 Handbook Committee

Cinnamon Bosnich, teacher representative (3<sup>rd</sup> Grade)  
Megan Einhaus, teacher representative (2<sup>nd</sup> Grade)  
Lindsay Ferrari, teacher representative (1<sup>st</sup> Grade)  
Chris Goodman, teacher representative (Kindergarten)  
Rodney Janssen, teacher representative (4<sup>th</sup> Grade)  
Melissa Preston, teacher representative (Preschool)

Carol Happ, teacher representative (3<sup>rd</sup> grade)  
Sara McDonald, Northview Principal  
Heather Baker, Northview Assistant Principal  
Brent Ziegler, Parkside Principal  
Melissa Bosnich, Parkside Assistant Principal  
John Atkins, Board Member/Parent Representative  
Wes Miller, Expo Team Representative  
Dinelle Freschi, 5th Grade Team Representative  
Rhonda Giachetoo, 6th Grade Team Representative  
Jade Hubinsky, 7th Grade Team Representative  
Glenn Hall, 8th Grade Team Representative

*\*Disclaimer—This handbook does not equate to an irrevocable contractual commitment to students, but rather reflects the current practices, procedures, rules and regulations or code of conduct. Membership or participation*



# 2022-23 School District Calendar

## Peru Elementary School District 124

Approved 1/19/22

### JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

0 Student Attendance Days (0)

### AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 I	17 I	18 E	19 E	20
21	22 E	23 E	24 E	25 E	26 E	27
28	29	30	31			

10 Student Attendance Days (10)

### SEPTEMBER

S	M	T	W	T	F	S
				1	2 E	3
4	5 H	6	7	8	9 E	10
11	12	13	14	15	16 E	17
18	19	20	21	22	23 E	24
25	26	27	28	29	30 E	

21 Student Attendance Days (31)

### OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7 I	8
9	10 H	11	12	13	14 E	15
16	17	18	19	20	21 E	22
23	24	25	26	27	28 E	29
30	31 N					

19 Student Attendance Days (50)

### NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4 E	5
6	7	8 H	9	10	11 E	12
13	14	15	16	17 P	18 E	19
20	21 P	22 E	23 X	24 H	25 X	26
27	28	29	30			

18 Student Attendance Days (68)

### DECEMBER

S	M	T	W	T	F	S
				1	2 E	3
4	5	6	7	8	9 E	10
11	12	13	14	15	16 E	17
18	19	20 E	21 X	22 X	23 X	24
25	26 X	27 X	28 X	29 X	30 X	31

14 Student Attendance Days (82)

### IMPORTANT DATES

**Every Friday**  
Staff Development Days  
Early 1:50, 2:05 p.m. Dismissal

**August 16-17**  
Teacher Institute Days, No School

**August 28 - 26**  
Early 1:50, 2:05 p.m. Dismissal

**September 5**  
Labor Day, No School

**September 30**  
Mid-Trimester Progress Reports

**October 7**  
Teacher Institute Day, No School

**October 10**  
Columbus Day, No School

**October 31**  
Noon 11:55, 12:00 Dismissal  
School Improvement Day

**November 4**  
End of 1st Trimester

**November 8**  
Election Day- State Holiday

**November 17**  
Noon 11:55, 12:00 p.m. Dismissal  
Parent-Teacher Conferences 1:00 - 7:00 p.m.

**November 21**  
Early 1:50, 2:05 p.m. Dismissal  
Parent-Teacher Conferences 2:30 - 7:00 p.m.

**November 23 - 25**  
Thanksgiving Break, No School

**December 21 - January 3**  
Winter Break, No School

**January 4**  
Teacher Institute Day, No School

**January 13**  
Mid-Trimester Progress Reports

**January 16**  
Martin Luther King Holiday, No School

**February 17**  
End of 2nd Trimester

**February 20**  
Presidents Day, No School

**February 24**  
Report Cards Issued

**March 10**  
Noon 11:55, 12:00 Dismissal  
School Improvement Day

**April 3 - April 10**  
Spring Break, No School

**April 14**  
Mid-Trimester Progress Reports

**May 25**  
Noon 11:55, 12:00 Dismissal  
Last School Day, Report Cards Issued

**May 26**  
Reserve/Emergency Weather Day

**May 29**  
Memorial Day, No School

**May 30-31, June 1-2**  
Reserve/Emergency Weather Days

### JANUARY

S	M	T	W	T	F	S
1	2 X	3 X	4 I	5	6 E	7
8	9	10	11	12	13 E	14
15	16 H	17	18	19	20 E	21
22	23	24	25	26	27 E	28
29	30	31				

18 Student Attendance Days (100)

### FEBRUARY

S	M	T	W	T	F	S
			1	2	3 E	4
5	6	7	8	9	10 E	11
12	13	14	15	16	17 E	18
19	20 H	21	22	23	24 E	25
26	27	28				

19 Student Attendance Days (119)

### MARCH

S	M	T	W	T	F	S
			1	2	3 E	4
5	6	7	8	9	10 N	11
12	13	14	15	16	17 E	18
19	20	21	22	23	24 E	25
26	27	28	29	30	31 E	

23 Student Attendance Days (142)

### APRIL

S	M	T	W	T	F	S
						1
2	3 X	4 X	5 X	6 X	7 X	8
9	10 X	11	12	13	14 E	15
16	17	18	19	20	21 E	22
23	24	25	26	27	28 E	29
30						

14 Student Attendance Days (156)

### MAY

S	M	T	W	T	F	S
	1	2	3	4	5 E	6
7	8	9	10	11	12 E	13
14	15	16	17	18	19 E	20
21	22	23	24	25 N	26 R	27
28	29 H	30 R	31 R			

19 Student Attendance Days (175)

### JUNE

S	M	T	W	T	F	S
				1 R	2 R	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

0 Student Attendance Days (175)

### Calendar Legend

<b>Bold</b>	Student Attendance Days	<b>I</b>	Institute Day - No School
<b>E</b>	Early 1:50, 2:05 Dismissal Schedule	<b>H</b>	School Holiday - No School
<b>N</b>	Noon 11:55, 12:00 Dismissal Schedule	<b>X</b>	Not in Attendance - No School
<b>P</b>	Parent-Teacher Conferences (see schedule in center)	<b>R</b>	Reserve/Emergency Day

### Student Attendance Schedules

Parkside (5-8)		Northview (K-4)	
8:20 a.m. - 3:05 p.m.	Regular Dismissal	8:45 a.m. - 3:20 p.m.	
8:20 a.m. - 1:50 p.m.	Early Dismissal	8:45 a.m. - 2:05 p.m.	

# Staff Directory

To email any employee of the school district, use the first initial and last name followed by @perued.net.

## DISTRICT STAFF

Jamie Craven, Superintendent  
 Kim Evans, Director of Student Support Services  
 Megan Baltikauski, Administrative Assistant  
 Stephanie Lippert, Special Education Administrative Assistant  
 Jeanine Sonnenberg, Bookkeeper  
 Kim Lamps, Nurse  
 Julie Plut, Nurse Aide

## PARKSIDE STAFF

Brent Ziegler, Principal  
 Melissa Bosnich, Assistant Principal  
 Jessica Beem, Secretary  
 Sue McKnight, Secretary  
 Julie Miller, Social Worker  
 Angie Lamps, Speech and Language Pathologist

### **Fifth Grade:**

Tara Backes, 5-1  
 Dinelle Freschi, 5-2  
 Abby Holman, 5-3  
 Michele Smudzinski, 5-4

### **Sixth Grade:**

Jason Thompson, ELA  
 Tammy Carey, ELA  
 Rhonda Giachetto, Math  
 Corrine Kimes, Science

### **Seventh Grade:**

Alexia Donovan, ELA  
 Lyric Goskusky, ELA  
 Hailey Bickett, Math  
 Jade Hubinsky, Science

### **Eighth Grade:**

Mary Jo Sonnenberg, US History  
 Karole Ochs, ELA  
 Rachel Berger, 8<sup>th</sup> Grade  
 Glenn Hall, Science

### **Special Education:**

Abby Kotecki, 5<sup>th</sup> Grade  
 Michayla Fassino, 6th Grade  
 Beth Rich, 7<sup>th</sup> Grade  
 Molly Leone, 8<sup>th</sup> Grade  
 Alyssa Stuart, Life Skills

### **Expo/Special Areas**

Katie Budnick, STEM/Technology  
 Sue Atilano, ELA/ELL/Spanish  
 Tara Washkowiak, Art  
 Matt Guenther, PE  
 Kate Kolczaski, PE/Health  
 Wes Miller, PE  
 Connor DeWalt, Choir Director  
 Phil Whaley, Band Director  
 Katie Meyer, Reading Specialist/Coach  
 Beth Hickey, Learning Resource Center

## PARKSIDE BUILDING SCHEDULE

**Office Hours: 7:30-4:30 Monday-Thursday, 7:30-3:15 Friday**

7:45 a.m.	Breakfast/outside supervision begins
8:12 a.m.	Students enter building
8:20 a.m.	Tardy bell (report to office)
10:48-11:21 a.m.	6 <sup>th</sup> Grade Lunch

11:31-12:04 a.m.	8 <sup>th</sup> Grade Lunch
11:41 a.m.-12:14 p.m. (outside first)	5 <sup>th</sup> Grade Lunch
12:23-12:56 p.m.	7 <sup>th</sup> Grade Lunch
3:05 p.m. (1:50 p.m.-Fridays)	School dismisses

**NORTHVIEW STAFF**

Sara McDonald, Principal  
 Heather Baker, Assistant Principal  
 Judy Hubbard, Secretary  
 Briana Reardon, Secretary  
 Mindy Davis, Social Worker  
 Sally Etzenbach, Speech and Language Pathologist  
 Angie Lamps, Speech and Language Pathologist  
 Kelly Schaefer, Speech and Language Pathologist

**PreK**

Julie Chasteen  
 Mallori Fahler  
 Melissa Preston

**Second Grade**

Olivia Boucek  
 Megan Einhaus  
 Thea McNamara  
 Maribeth Patyk  
 Beth Haskell

**Special Education**

Mollie Benner  
 Jessica Heiberger  
 Michele Meyer  
 Cassie Milus  
 Amy Perona  
 Cindy Vaske

**Kindergarten**

Kris Criss  
 Tara Duncan  
 Chris Goodman  
 Ronda Iossi

**Third Grade**

Cinnamon Bosnich  
 Carol Happ  
 Sally Kampwerth  
 Colleen Schmidt

**Special Areas**

Melissa Cass, Title I/Reading  
 Heather Hardin, Title I/Reading  
 Shelley May, Title I/Reading  
 Pam Beck, Math Interventionist  
 Carolyn Bryant, PE  
 Matt Guenther, PE  
 Sarah Breyne, Music  
 Sarah Wick, Art  
 Tanya Knowles, Library

**First Grade**

Lindsay Ferrari  
 Kelli Funfsinn  
 Alexis Rebholz  
 Jessica Urbanc

**Fourth Grade**

Nikki Chase  
 Erika Echeverria  
 Rod Janssen  
 Sarah Haag

**NORTHVIEW BUILDING SCHEDULE**

**Office Hours: 7:30-4:30 Monday-Thursday, 7:30-3:15 Friday**

8:20 a.m.	Breakfast students may arrive
8:30 a.m.	Outside supervision begins
8:45 a.m.	First bell rings and students enter the building
8:50 a.m.	Tardy bell (report to office)

Lunch	Recess	Grade Level
11:40-12:00	12:00-12:20	Kindergarten
12:00-12:20	12:20-12:40	1 <sup>st</sup> Grade
11:30-11:50	11:50-12:10	2 <sup>nd</sup> Grade
12:20-12:40	12:40-1:00	3 <sup>rd</sup> Grade
12:40-1:00	12:20-12:40	4 <sup>th</sup> Grade

3:15 p.m. (2:00 p.m.-Fridays)	Buses load
3:20 p.m. (2:05 p.m.-Fridays)	Classes dismiss



**PRESCHOOL BUILDING SCHEDULE**

**AM Session**

8:10 a.m.	Teachers meet students outside and dismiss from cars
8:15 a.m.	Students enter building – Tardy after this time
10:45 a.m.	Students dismissed and walk to cars or board bus

**PM Session**

11:40 p.m.	Teachers meet students outside and dismiss from cars
11:45 p.m.	Students enter building – Tardy after this time
2:15 p.m.	Students dismissed and walk to cars or board bus

**Full Day Session**

8:10 a.m.	Teachers meet students outside and dismiss from cars
8:15 a.m.	Students enter building – Tardy after this time
8:15 a.m.	Students eat breakfast
11:15 a.m.	Students eat lunch
11:35 a.m.	Students have recess outside on playground
2:15 p.m.	Students dismissed and walk to cars or board bus

## **DROP-OFF PROCEDURES**

To ensure safe and efficient drop-off, please follow the directions and contact the office if you have any questions. No students should be dropped off at the main entrance unless they are tardy and all buses are gone. Students that are tardy need to be signed in at the office. Please share these procedures with any adult who may bring your child to school. **Reminder: It is against the law to use cell phones in a school zone and to smoke on school property.**

### **Northview - PreK, K, 1 AM drop-off procedures**

- Students in PreK, K, 1 and any older siblings of K and 1 students, will be dropped off at the north end of the building.
- Cars will enter at the north Plum Street entrance and veer right.
- Drop-off line continues looping around the parking lot with students being dropped off at the sidewalk near door #5.
- There is enough sidewalk space to safely drop off approximately 10 at a time.
- Cars will be directed to pull all the way to the northeast end of the sidewalk to allow for the maximum number of students to be dropped off at one time.
- Students will exit the car on the passenger side and proceed directly to the sidewalk. In order to expedite the process, teachers will only open up the car door for parents when they are able. Parents or children are responsible for unbuckling their own seat belts. Parents must remain in the car during drop off.
- Students then head to their respective homeroom line on the side of the playground.
- In the event of inclement weather, all PreK, K, and 1<sup>st</sup> grade students and siblings that get dropped off with them, will enter the building at door #5 and proceed through the building to their respective grade level hallways instead of lining up outside.

### **Northview - Grades 2, 3, 4 AM drop-off procedures**

- Cars will enter at the south Shooting Park Road entrance and veer right.
- Cars proceed around the loop until they get to the west end corner.
- There is enough sidewalk space to safely drop off approximately 14 students at a time.
- Cars will be directed to pull all the way to the west end to allow for the maximum number of students to be dropped off at one time.
- Students will exit the car on the passenger side and proceed west on the sidewalk.
- Students then head to the west to their grade level homeroom lines on the west side of the building in the gated off area.
- Students with a sibling in K or 1 will get dropped off with K/1 students. They will enter the building through Door #5 and walk down the hall and exit to the upper grade playground area.
- In the event of inclement weather, all 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade students will be dropped off in the same manner but will enter the building at door #20 and proceed through the building to their respective grade level hallways instead of lining up outside.

### **Northview - Grade level line areas**

- K – northwest side of the building in the gated off area, K students enter the building at door #6
- 1 – play area on the north end of the building, 1<sup>st</sup> grade students enter the building at door #5
- 2 – west side of the building in the gated off area, 2<sup>nd</sup> grade students enter the building at door #10
- 3 – west side of the building in the gated off area, 3<sup>rd</sup> grade students enter the building at door #7
- 4 – west side of the building in the gated off area, 4<sup>th</sup> grade students enter the building at door #19

### **Parkside – Grades 5-8 AM drop-off procedures**

- Cars will enter the west side entrance (back of the building) off of Shooting Park Road.
- Cars proceed through the right side of the parking lot and loop to drop off at the back door entrance.

## **PICK-UP PROCEDURES**

To ensure safe and efficient pick-up, please follow the directions and contact the office if you have any questions. **Please do not park your car and walk to pick up your child.** Please share these procedures with any adult who may pick your child up from school. **Reminder: It is against the law to use cell phones in a school zone and to smoke on school property.**

### **Northview - PreK, K, 1 PM pick-up procedures**

- Students in PreK, K, 1 and any older siblings of K and 1 students will be picked up at the north end of the building.
- Parents who are walking from the neighborhood to meet their child are asked to please stop and wait by the fence near the checkered flag. Teachers will send the student(s) to you when they see you.
- Cars will enter at the north Plum Street entrance and will veer right.
- Pick-up line continues looping around the parking lot with students being picked up all along the sidewalk near door #5.
- Cars will be directed to pull all the way to the northeast end of the sidewalk to allow for maximum number of students to be picked up at one time. There is enough sidewalk space to safely pick up approximately 10 at a time.
- Please have your pick-up window ID hanging from the rearview mirror, on the visor, or sitting on the dash so it is visible to the teachers directing students to the pickup location.
- Pull forward to your child and he/she will enter the car on the passenger side. If a teacher is available, they may open up the car door in order to expedite the loading process. Please make sure your child can secure themselves in their seat. For PreK and K students, if they cannot secure their own car seat, please pull forward around the curve where you are able to get out of the car if needed to get your child in the car seat. Parents may not exit their vehicle to assist their children until they have moved past the pick-up zone.
- Cars will continue to pull forward as far in line as they can and students will continue to load cars and exit the line.
- Older siblings of the K and 1 students will get picked up with them at the north end of the building.

### **Northview - Grades 2, 3, and 4 PM pick-up procedures**

- Cars will enter at the south Shooting Park Road entrance and veer right.
- Cars can begin forming two lines once they are around the first bend to the right when they see the yellow marking on the driveway.
- Cars proceed around the loop until they get to the west end corner.
- Teachers will direct cars from one line at a time to form the pick-up line along the sidewalk at the south end of the building.
- Cars will be directed to pull all the way to the west end to allow for the maximum number of students to be picked up at one time. There is enough sidewalk space to safely pick up approximately 14 students at a time.
- Please have your pick-up window ID hanging from the rearview mirror, displayed on the visor, or sitting on the dash so it is visible to the teachers.
- Pull forward to your student and they will enter the car on the passenger side.
- Once your child is secured in the car, you may pass in the passing lane to exit or proceed straight ahead if all other cars are loaded and ready to leave.

### **Parkside – Grades 5-8 PM pick-up procedures**

- Cars will enter the west side entrance (back of the building) off of Shooting Park Road.
- Cars proceed through the right side of the parking lot and loop to pick up at the back door entrance.

# ENROLLMENT INFORMATION

## Equal Educational Opportunities and Sex Equity

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

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

## Residency

Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student. The district does not accept non-resident students on a tuition basis, with the exception of students with disabilities from other districts participating in approved specialized programs for students with special needs. (BP 7:60) Preschool through fourth grade students whose parent lives within the district shall attend Northview School and fifth through eighth grade students will attend Parkside School unless exempted by attendance in an optional setting.

## Entrance Requirements

Children must be five years of age on or before September 1<sup>st</sup> of the current school year in order to enroll in kindergarten. Requirements for registration include a copy of the student's **certified** birth certificate and proof of residency. (BP 7:60)

## Examination and Immunization Compliance

### Required Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to enrolling in an Illinois school for the first time regardless of the student's grade. The following are mandated grades and health requirements due by the first day of school:

- Preschool – first year
  - Completed Illinois School Physical Form
  - Physician Statement for “risk-assessed” or screened for lead poisoning
  - Proof of current required immunizations
- Kindergarten
  - Completed Illinois School Physical Form
  - Proof of current required immunizations
  - Completed Eye Examination Form or Waiver
  - Completed Dental Examination Form or Waiver
- 2<sup>nd</sup> Grade
  - Completed Dental Examination Form or Waiver
- 6<sup>th</sup> Grade
  - Completed Illinois School Physical Form
  - Proof of current required immunizations, including meningococcal disease
  - Completed Dental Examination Form or Waiver
- Any grade transferring from a non-Illinois school, due within 30 days of first day of attendance
  - Completed Illinois School Physical Form
  - Proof of current required immunizations
  - Completed Eye Examination Form

All forms are available on our website under Parent Resources, Student Health Center.

## Statement of Good Standing

Students transferring from another public school to Peru Elementary School District 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 extracurricular fees. Preschool students are not charged any fees for attending school. Fee waivers or reductions, and free or reduced priced meals are available to those who qualify. Applications are available through the District Office.

Registration Fee (K-8) .....	\$75.00/year	Technology Fee (K-8) .....	\$25.00/year
Student Breakfast (K-8) .....	\$1.65	Qualifying Reduced Breakfast.....	\$0.35
Student Lunch (K-8) .....	\$2.60	Qualifying Reduced Lunch.....	\$0.45
Milk .....	\$0.45		

### Parkside Additional Fees

PE Shorts .....	\$11.00	PE Shirt .....	\$9.00
PE Replacement Lock.....	\$6.00	Yearbook .....	\$30.00/\$35.00
5 <sup>th</sup> -8 <sup>th</sup> Grade Chorus Fee.....	\$15.00/year	5 <sup>th</sup> Grade Band Fee .....	\$10.00/year
6 <sup>th</sup> -8 <sup>th</sup> Grade Band Fee .....	\$35.00/year	Band Instrument Rental .....	\$50.00/year
Percussion Fee .....	\$15.00/year	8 <sup>th</sup> Grade Graduation Fee.....	\$20.00

### Fee Waivers

A student shall be eligible for a fee waiver when: (1) the student is currently eligible for free or reduced meals pursuant to 105 ILCS 125/1 et seq.; or (2) the student or the student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children). Fees for textbooks and instructional materials are waived for students who meet the eligibility criteria for fee waiver. Students receiving assistance are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

## GENERAL PROCEDURAL INFORMATION

### Attendance Procedures

Illinois law requires that whomever has allocation of parental rights for the education of any child between 6-16 years of age shall assure that the child attends school during the entire time school is in session. A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction if the student's parent/guardian provides written notice to the school office five days prior to the anticipated absence.

The habit of regular and punctual attendance is strongly related to the success of every student. We ask that you help your child acquire this habit.

#### Reporting an Absence

All absences should be reported to the main building office, **815-223-1111 (option #3 for Northview, option #4 for Parkside)**, by 9:00 a.m. each day a student will not be in attendance. An answering system is available when the office is closed. The school is required to contact the parent to verify any unreported absence, and an unexcused absence will be recorded if no contact is made. The final responsibility to assure the student is legally in school rests with the parent or guardian. Students and parents must act in compliance with the ILCS 5/26-1 and 5/26-2, which governs compulsory school attendance laws, excessive absences, and truancy. Make-up work and homework assignments should be requested and obtained by the parent/guardian.

#### Minimum Attendance Requirements for Creditable Pupil Attendance Days

Grades K & 1 – Full-Day: 240 instructional minutes	Half-Day: 120 instructional minutes
Grades 2-8 – Full-Day: 300 instructional minutes	Half-Day: 150 instructional minutes

#### Morning Tardiness

Students arriving to school after the first bell (Parkside-8:20 a.m., Northview-8:45 a.m.) must have a parent sign them in at

the office. Consequences for tardiness will be progressive in nature and will be assigned by administration. They may include parent contacts; referral to school district support systems; lunch, office, or Saturday detentions; or Disciplinary Study Program. Chronic tardiness is considered truancy and may be reported to the LaSalle County Truancy Officer.

### **Tardiness to Class**

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

### **Truancy**

Student attendance is critical to the learning process and absences will be monitored closely. As defined in ILCS 5/26-2a, students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are **truant**. Students who miss 5% or more of the prior 180 regular school days without valid cause are considered **chronic truants**. Chronic truants will be offered support services and other resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including: referral to the truancy officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney and appropriate school discipline. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. *In extreme cases, chronic truants may be required to complete an extended school year or may be retained in the same grade level.*

### **Extended Absences**

Any absence due to illness or injury that extends beyond three consecutive school days, shall require medical documentation issued by a physician or nurse practitioner upon request. Additionally, a student will be excused for up to five days if a student's parent/guardian is an active duty member of military and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

### **Pre-Approved Absences and Vacations**

Although the school discourages vacations during the school year, we recognize that some situations make this unavoidable. A Pre-Approved Absence Form should be completed, submitted to the building office, and approved by the principal prior to any prearranged absence. Some work may be available prior to the absence, but often assignments will be given to the student to make up upon his/her return. Five excused absences will be allowed each school year. Any days beyond five will be listed as an unexcused absence. **Excused absences will not be given during the administration of state mandated assessments.**

### **Excused Absences**

An excused absence will be given for the following reasons: up to five days of pre-approved family absences; personal illness or injury; doctor appointments; critical illness, an absence due to the mental or behavioral health of the student, or death in immediate family; and school related activities. If your child will be late or absent due to an appointment, the parent or guardian must contact the school with a phone call or submit a written note stating the reason for the tardy or absence. absence due to "the mental or behavioral health of the student." Students leaving during school hours must be picked up in the office by the parent, guardian or designated responsible adult. After an accumulation of five parental excused days for illness, injury, or mental/behavioral health of the student; medical documentation will be required. After two consecutive days of mental/behavior health absences; a parent contact will be made for a well-being check. After three or more consecutive days of mental/behavioral health absences; a referral to the social worker will be made.

### **Unexcused Absences**

An unexcused absence is an unauthorized absence from school, such as: oversleeping, car trouble, non-medical appointments, babysitting, pre-approved family absences beyond five days, completing school work at home or leaving class or school grounds without permission. Students will be subject to disciplinary action after two days of Unexcused Absences.

## **General School Procedures and Information**

### **Agency Interviews**

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

### **Animals**

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

### **Asbestos Notice**

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

### **Backpacks/Bags**

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

### **Trading/Selling - Re-alphabetize please**

Students at Northview and Parkside are not allowed to bring any toys, games, trading cards, etc. to school, unless permission is granted by the teacher for a special classroom activity. If these items are brought to school, the school is not responsible for lost, stolen, or traded items. Additionally, students are not permitted to sell or trade items (gum, PBIS raider tickets, candy, etc) on school premises.

### **Bicycles**

Upon reaching school property, students riding bikes should walk them to the bike racks provided at each building and park them appropriately. The school cannot be held responsible for damage or theft when bikes are parked on school grounds. Locks are strongly encouraged.

### **Breakfast**

Breakfast is served daily at each building according to the Building Schedules (p. 7-9) and are purchased through the TeacherEase lunch account program. Students will be permitted to come into the cafeteria ONLY if they purchase a FULL breakfast, and they will be required to go outside when they are finished eating. Students are not allowed to bring in outside breakfast food to be eaten in the cafeteria.

### **Cell Phones/Electronic Devices**

Students may use cell phones or other electronic devices before and after school for listening to music or playing games to occupy the time as they wait. Once students enter the building, cell phones should be turned off and stored in their locker at Parkside or kept in their bookbag (Northview). They must remain off until the school day has ended, unless permission has been granted by a supervising teacher or if needed during an emergency which threatens the safety of students, staff, or other individuals. Using cell phones, smartwatches, or other electronic devices to text, call, take photos or video, post or upload pictures/messages, or otherwise communicate while on school property without direct and specific permission from a staff member is prohibited. Students violating this policy will be referred to administration for possible disciplinary action. The school assumes NO responsibility for any items lost or stolen. (BP 7:190)

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

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

For emergency purposes, we must have updated information for each student. If at any time during the school year a student moves to a different address, the change MUST be reported to the school office, as well as any change in phone number, work/emergency contacts, or cell phones.

### **Chewing Gum**

Chewing gum is generally permitted at Parkside School, except in designated areas such as PE, Music and Band, or when used in a disruptive or inappropriate manner. Gum is not permitted at Northview unless it is provided by the teacher.

### **Conferences**

Regularly scheduled Parent Teacher Conferences are held at the end of the first trimester, and every parent is invited and encouraged to attend. Additional conferences may be initiated by parent or teacher as the need arises. Parents wishing to confer with a staff member may contact them by phone or email to make an appointment. A standard of reasonableness is encouraged, and parents seeking daily personal contact are urged to consider the appropriateness of the request.

### **Dances**

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

### **Deliveries**

Items such as flowers, balloons, or gifts will not be accepted at school and will be refused upon arrival, as they are disruptive to the educational environment. Students may be called to the office to pick up personal items dropped off such as homework, PE clothes, or instruments.

### **Dress Code**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. (BP 7:160) School attire must be neat, clean, and opaque, making no reference to illegal substances, beer, or tobacco products, nor be offensive to sex, creed, or race. Pants must be worn above the hips and tops may not expose cleavage or midriffs. Short shorts, spaghetti straps, strapless tops, halter tops, see through clothing, and other attire deemed inappropriate by the faculty or administration are not permitted. All undergarments should also be covered by an opaque material. Shoes are required at all times. Flip flops, sandals with straps and high-heeled shoes are not recommended footwear, and for safety purposes students wearing these types of shoes will not be allowed to play on the playground equipment or participate in physical activity of any kind. Shoes with wheels in the heels are not allowed on school property. Coats, sunglasses, and head wear including but not limited to hats, bandanas or hoods, will not be worn during the school day without permission. Wallet or belt chains are not permitted. No student on or about school property or at any school activity shall dress or display any clothing, jewelry, emblem, badge, symbol, sign, or other item that is evidence of membership or affiliation in any gang.

Students are required to dress appropriately for the weather, including boots, snowsuits, hats and mittens for cold weather. Boots are to be worn outside only, with alternative shoes to wear inside the building. Tennis shoes must be worn for PE, and Northview students' PE shoes must be kept at school. The younger students who are unable to tie their shoes are encouraged to have PE shoes with Velcro closures.

### **Field Trips**

Students are invited to participate in field trips which contribute to the district's desired educational goals. Field trips are a privilege, not a right, of each student. All field trips will be supervised by staff members and other adults. Chaperones must focus their full attention on the supervised students, so they may not bring other children not assigned to the class on the field trip. Chaperones may not smoke while on the trip. Fees may be charged for students and chaperones, but no student will be excluded because of lack of funds. Those with behavior concerns may be required to have a parent chaperone for any curriculum-based field trip. At Parkside, students with more than five office referrals throughout the year, 10% absenteeism, excessive tardiness, or two failing grades or an out-of-school suspension during the 3rd trimester may be excluded from end-of-year field trips unless the field trip is a curriculum-based field trip. Parental permission must be obtained in writing for all planned field trips. No money or purchases will be allowed on Northview field trips. Cell phone use is generally not allowed on field trips, but specific permission may be granted for some individual events.

### **Graduation Ceremony**

The graduation ceremony is a privilege reserved only for students attending Parkside School to celebrate successful completion of the curriculum (see Promotion/Retention p. 18). Students must earn this right both academically and behaviorally. Failing any core subject, chronic or severe behavioral incidents, or significant attendance problems or quarantine from the Health Department may cause this privilege to be revoked.



### **Homebound Instruction**

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

### **Home School**

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

### **Homeless**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Lost & Found**

If your child is missing something, parents may call the school office to check for lost items, or the students may check the "Lost & Found." All "found" articles should first be brought to the office. Unclaimed items will be donated to a charitable organization several times a year.

### **Lunch**

Students may bring a sack lunch or purchase a school lunch at a cost of \$2.45, \$.40 reduced price, or free to qualifying students. Applications for reduced or free lunch are available in the District Office. ALL students including those receiving free or reduced lunches will be charged \$0.40 for extra milk. Lunch menus are posted in homerooms and on the district website. Printed copies may be sent home by request. At Parkside additional ala carte items may be available for purchase each day, such as a variety of sandwiches, subs, salads, wraps, chips, fruit juice, and ice cream. Students are encouraged to purchase only food they will eat during their designated lunch, as no food or drink may be taken outside the cafeteria. Students with a negative balance or no lunch card will not be allowed to purchase ala carte items.

Lunch debit cards are provided to each student at the beginning of the school year. The card should be stored at school in the student's homeroom. **LUNCH CARDS SHOULD NEVER BE TAKEN HOME.** *Replacement card fees are as follows: \$1 for the first replacement, \$3 for the second replacement and \$5 for the third and following replacements.* Students with four lunch card violations will earn a lunch detention. Lunch balance information is available and deposits can be made online through TeacherEase, or money can be sent to school in an envelope clearly marked with the student's name, homeroom, and amount enclosed. As a courtesy to parents, reminder emails with balance information are sent home periodically, and students with negative lunch balances will receive a daily written reminder. Remaining lunch balances will be automatically transferred to the next school term.

Students bringing a sack lunch need to bring a healthy, balanced lunch. NO soda will be allowed at lunch time. Children are not allowed to trade or share food items with other students.

Students are responsible for good table manners in the lunchroom. They are responsible for disposing and recycling their trash from their immediate seating area and under the table. Misbehavior in the lunchroom may result in, but is not limited to, loss of cafeteria privileges, assignment to an alternative site for lunch and/or recess, assigned seats, or any combination of these. A peanut/nut free table will be available as needed.

### **Parent Teacher Club**

All parents are encouraged to become active members of the Peru Elementary Parent Teacher Club and are invited to attend the meetings and become actively involved in various projects which support the children and schools. PTC meeting dates and activities are posted on the District website under the PTC tab.

### **Parent Volunteers**

Available parents are strongly encouraged to volunteer in the classroom or school. If you are interested in volunteering, please contact your child's teacher or school office. There are guidelines put in place for the safety of our children. Prior to volunteering, a volunteer waiver form available in the school offices must be completed, a driver's license presented, and an annual criminal background check must be passed.

### **Party Invitations**

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

### **PBIS**

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

### **Pepper Spray**

Aerosol self-defense sprays, such as Mace and pepper spray are not permitted at school.

### **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. A full text of the laws can be found at [www.spcpweb.org](http://www.spcpweb.org). Peru School District has amended its procedures to comply with all laws and will apply pesticides as needed before or after school, or when students are not in session. (BP 4:160) Our district office maintains a registry of parents or guardians who would like to be informed when pesticides are applied.

### **Physical Activity Exemption (BP 7:260)**

In order to be excused from participation in Physical Education class or recess, a student must present an appropriate excuse from a parent or guardian, or medical documentation issued by a physician or nurse practitioner. The excuse may be based on medical or religious prohibitions. An excuse based on religious reasons must include a signed statement from a member of the clergy corroborating the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. Students who need to be excused from PE or recess for more than two days must have medical documentation from a physician or nurse practitioner corroborating the medical reason for the request. The note should indicate when the student can return to participation.

### **Promotion/Retention (BP 6:280)**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the educational team, such exceptions are in the best educational interest of the pupil involved. Occasionally in the early primary years, development characteristics of the individual learner create circumstances where retention in a given grade level will optimize the future educational potential for the child. Students may be retained who fall significantly below Peru Elementary School standards of performance as interpreted by the classroom teacher, the principal and other professional personnel. Decisions to promote or retain students will be based on the following criteria:

1. Successful completion of the curriculum – At Parkside this includes passing all core subjects with a .50 GPA or higher, and no more than five total failing grades for the year.
2. Attendance – more than 5% unexcused absences or 10% excused by a parent without medical documentation.
3. Performance on District Assessments (MAP and/or IAR) which demonstrate appropriate grade level performance or evidence of consistent progress.
4. No student will be promoted based upon age or other social reason not related to academic performance.

Parents will be notified if a student is recommended for retention, with joint conferencing among parent/guardian, teacher, and principal providing optimal placement for each student. If deemed appropriate, students may be offered an opportunity to complete credit recovery at the parent's expense, to assure promotion to the next grade level.

### **Multi-Tiered System of Support (MTSS)**

Multi-tiered System of Support (MTSS), formerly known as Response to Intervention (RtI), is a process designed to help schools focus on high-quality interventions that are matched to student needs. Students are monitored on a frequent basis and the information gained is used by school personnel to make decisions regarding the school's educational program. Students

may receive intervention services in the areas of Reading, Math, or Behavior. All students will receive MTSS services in a tiered system. Tier 1 supports are provided through the core curriculum and differentiation within the regular classroom. Those needing additional support will receive Tier 2-3 Interventions through push-in or pull-out services.

### **School Visitation**

Parents are welcome and encouraged to visit classes, provided their presence will not be disruptive. All visits must be arranged in advance. All visitors passing beyond the office while students are present must report to the principal's office to provide a driver's license or state ID. A web-based Raptor Security System will be used to conduct an instant screening of all visitors and volunteers using this identification. Raptor will electronically check against a registered sexual offender database, produce a badge with your photo, and provide date and time tracking data on visitors and volunteers. Visitors must return to the office when leaving the building to pick up their identification card. 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.

Any staff member may request identification from any person on school grounds or in any school building, and refusal to provide such information is a criminal act. Immediate removal will be sought for any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of School Board Policy 8:30, *Visitors to and Conduct on School Property*. **SMOKING IS NOT PERMITTED** on school property.

Visitors are not permitted to take photos of children while visiting school property during school hours. Families and students who participate in after-school activities at the school, such as concerts, intramurals, or PTC Family Nights must be aware that other guests may be taking photos and may choose to post those photos on electronic media or social networking sites. The school district is not responsible for photos posted on the internet by private parties.

### **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](http://www.isp.state.il.us/sor). A second website with similar information is [www.familywatchdog.us](http://www.familywatchdog.us).

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

### **Sex Education Exemption**

Parents of Parkside School students may submit a written request to exempt their son or daughter from sex education and/or AIDS education.

### **Skateboards**

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

### **Substitutes**

When a substitute teacher is present, 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 administration or a designee in their absence.

### **Supervision**

Students should NOT be on school property before the designated supervision times for each building (see Building Schedules p. 7-9) without specific permission. After school, supervision ends when all buses have departed and most students have left campus. Remaining students will be brought to the principal's office and must be picked up there.

## Technology

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

Personal electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices should not be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images. **The school district is not responsible for the loss, theft or damage to any electronic device brought to school.**

**Email:** For grades K-8, students receive a school-issued Google email account which shall be used only for appropriate school-related assignments and activities. At Northview School, students must have permission to send any email and must only be used under direct supervision. Violating this policy may result in disciplinary action and a loss of privilege. (See AUP)

**Passwords and Social Networking:** School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### Telephone Calls

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

### Testing

State and district requirements mandate that students be given achievement tests throughout their school career. The MAP Assessment is administered two times per year (fall and winter) to students in grades 1-8. In addition, AIMSweb Plus assessment is administered three times per year (fall, winter and spring) to students in grades K-8. The required state assessment, IAR (Illinois Assessment of Readiness) is administered in the spring to students in grades 3-8. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Testing serves as a means to study and evaluate student progress and plan for curricular improvements. Results will be sent to parents as they become available.

### Textbooks/Supplies

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

All students, except for preschool, are responsible for providing their own supplies. Grade level supply lists are provided at registration and are available on the district website.

### **Treats**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats must be store bought and factory prepackaged in individual servings. Baked goods from home or from a bakery are not allowed as a treat. No items requiring refrigeration will be accepted. All treats must have a clearly printed list of ingredients on the packaging and may not contain peanuts or peanut products. We strongly encourage treats or snacks with nutritional value. Please note at Northview: No treat bags are allowed to be sent to school with children for birthday treats or any holiday parties. Birthday treats are to be one snack item and one drink item at the most.

*Northview students will receive a separate notice regarding Birthday Treats, Snacks, and Classroom Parties with further information included.*

### **Video/Audio Monitoring**

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

### **Water Bottles**

Students are allowed to bring water bottles or other beverage containers into class. Teachers may give specific directions on where to keep the water bottles (example: in lockers, in the hallway by book bag, on a back counter in the classroom, etc.). Water is the only beverage allowed. Drinking fountains are available for student use in each academic hallway during passing periods. Additionally, it is preferred that students bring shatter proof water bottles to school.

### **Website**

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

## **Health and Wellness**

The Health Services link under the Parent Resources section of the website is provided to give you information regarding student health issues at school. Please make sure to share any health concerns with the school nurse, the classroom teacher and the office. If you have any questions or need any assistance, contact the school nurse at 815-223-1111 or by emailing [klamps@perued.net](mailto:klamps@perued.net).

### **Accidents**

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

### **Asthma**

Updates to Illinois law now require students with a diagnosis of asthma to submit an asthma action plan to their child's school. This action plan outlines how the school responds to the child's asthma attacks. Parents are encouraged to discuss this with their healthcare provider and complete an asthma action plan with the assistance of their healthcare provider. Asthma action plans should be submitted to the school nurse and will be kept on file in the nurse's office. If you or your provider deem your child is able to self-administer his/her asthma inhaler, the Parental Authorization for Self Administration of an Inhaler form will need to be completed and kept on file in the nurse's office.

### **Bed Bug Policy**

Bed bugs are brought into buildings on personal belongings such as coats and backpacks. Anyone can bring in bed bugs on their belongings, and they have not been found to transmit disease to humans. When a bed bug case is reported or suspected, the school office personnel will notify the school nurse/other designated staff to examine the student of concern. The student will be discreetly taken to the school nurse for inspection of their clothing and belongings. If a potential bed bug is found, it will be placed in a sealed bag and provided to custodial staff for further determination and identification by the school pesticide contractor. Parents will be notified and the student will be returned to the classroom. Any items of siblings at the school will also be examined. The student's belongings will be kept in tight sealing containers or plastic bags to reduce the chance of bed bugs spreading while the problem is being resolved. Furthermore, a bed bug instruction sheet will be sent home with the parent. Every effort will be made to maintain the student's privacy and dignity.

### **Concussion and Head Injury Policy**

Students must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. A student who exhibits signs, symptoms or behaviors consistent with a concussion during physical activity, extracurricular practices or games will be removed from participation. A student who was removed because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school district's return-to-play and return-to-learn protocols. (BP 7:305)

### **Food Allergies**

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

### **Head Lice Policy**

The goal of Peru Elementary School District is to keep students in the classroom as long as medically safe. We follow the guidelines of the American Academy of Pediatrics, the CDC and LaSalle County School Health Services. Head lice cannot fly or jump, and do not transmit disease or illness. Research has shown that transmission in schools is extremely rare. Prolonged direct head to head contact or sharing of personal items (hats, combs, pillows, etc.) is typical for transmission. Parents should regularly check their child's head for evidence of head lice, and if discovered, should notify the school and use a prescribed product to treat them, not a home remedy. Students suspected of having head lice will be sent to the office for evaluation by the nurse or designee and the subsequent steps will be followed:

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

### **Infection Control**

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

### **Medication Policy**

Any medication (including over-the-counter cold medications, Ibuprofen, Tylenol or prescription antibiotics) required by a student during the school day must be administered by a parent or adult designee unless a doctor's order is on file with the district nurse. The nurse or designee will distribute medications during the school day to those students with a doctor's order on file. In order for students to receive their medication in an efficient manner, the following guidelines must be followed:

1. **ALL MEDICATION IS TO BE TRANSPORTED TO AND FROM SCHOOL BY AN ADULT.** No student is to transport or have medications in his/her possession.
2. Before any medication can be given at school, a Medication Authorization Form must be completed and signed by a prescribing physician and a parent/guardian; this includes prescription and over-the-counter medications.
3. Prescription medications are to be in the original container with the student's name, medication name, dosage, physician's name and pharmacy name.
4. Over-the-counter medication must be in the original container with the student's name written on the container. All medications shall be stored in an appropriate locked cabinet.

5. Students in K-8<sup>th</sup> grade will be addressed on a case-by-case basis to determine if they meet conditions for self-administration of inhalers.
6. All medication forms must be renewed at the beginning of each school year.
7. Short-term antibiotics prescribed to be given three times a day or less should be given at home. Example: a medication ordered three times a day should be given at home before school, after school and before bed. This allows for the doses to be spread out over the longest time period possible when the child is awake.
8. Students are generally not allowed to self-medicate. Exceptions to this may include students needing asthma medications, or epi pens for allergic reactions to bee stings and/or food allergies. A Self Administration Form will need to be filled out by the parent and a copy of the prescription label will be kept in the nurse's office.
9. The parent or guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medications left at the end of the school year will be disposed of properly by the school.

### **Pandemic or Other Health Emergency**

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include in-person, remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work loosely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **Pregnancy**

The school will work in partnership with a pregnant student and her family to continue her education until her doctor advises her to remain at home. The social worker will assist by suggesting appropriate agencies for counseling and physical care and will make accommodations if home-schooling is deemed necessary for the student. Following the birth of her baby, the student may return to school as soon as she is able, and the social worker and administration will coordinate arrangements for the student's success plan upon returning to school.

### **Suicide Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district, and additional resources can be provided by the social worker upon request. The National Suicide Prevention Lifeline is a United States-based suicide prevention network of over 160 crisis centers that provides 24/7 service via a toll-free hotline with the number 1-800-273-8255. It is available to anyone in suicidal crisis or emotional distress.

### **Vision and Hearing Screenings**

Hearing screenings will be done annually for all school age children who are in PreK through 3<sup>rd</sup> grade. Vision screenings will be done annually for all school age children who are in grades PreK, K, 2, and 8. Hearing and vision screenings are conducted for any special education students, teacher referrals, and/or transfer students. In lieu of the screening services a completed and signed report form, indicating that the child has had a hearing or vision test by a physician, audiologist, or a licensed optometrist within the previous 12 months is acceptable. A parent or legal guardian of a student may object to hearing and vision screenings on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority. General philosophical or moral reluctance to allow hearing and vision screenings will not provide a sufficient basis for an exception to statutory requirements.

### **Wellness Guidelines**

If your child complains of one or more of the following symptoms, he or she will need to stay home from school until further evaluation from your healthcare provider.

- Fever (100.4 F or higher)
- New onset of moderate to severe headache
- Shortness of breath
- New cough
- Sore throat
- Vomiting or diarrhea
- New loss of sense of taste or smell
- Fatigue from unknown cause
- Muscle or body aches from unknown cause

If your child is experiencing any of these symptoms and there are siblings in the household who attend either Northview or Parkside, they too will need to remain at home. Siblings may return once the ill sibling has obtained a medical note stating "there is no clinical suspicion for COVID-19 infection and indicating an alternative diagnosis, or the ill student has a documented negative COVID-19 test (performed by a licensed healthcare provider) and is forwarded to the school. If your child has a documented medical diagnosis such as migraines or asthma, it is strongly encouraged you obtain a note from your physician or specialist to be kept on file at the school.

Please call and inform the school staff when your child is absent due to illness. PLEASE DO NOT SEND your child after having a dose of acetaminophen or ibuprofen in the morning. The effects will wear off during the school day and the fever will return, resulting in a phone call from the school nurse to send your child (and household siblings) home. If your child is home due to a non-COVID related illness (with documentation sent to the school from your healthcare provider or negative COVID test) he or she may return after being fever-free for 24 hours without the use of fever-reducing medication (ibuprofen or acetaminophen). Your child will also need to be symptom free of diarrhea and/or vomiting for 24 hours before returning.



If your child plays sports and tests positive for COVID-19, he or she must quarantine for the prescribed number of days and be released by a physician before returning to play, per IESA Return to Play Procedures.

## **Student Records**

### **Permanent Record**

The student's permanent record includes a copy of the certified birth certificate, report cards, attendance record, dates of enrollment, health records and accident reports, and record of release of permanent record information. It also includes basic identifying information including student and parent's names and address, telephone numbers, birthdate, birthplace, gender, and previous schools attended.

### **Temporary Record**

A student's temporary record will be maintained by the district for five years. Temporary records include achievement test scores, school ability index scores, discipline records, special education information, and all other information not included in the permanent record.

### **Maintenance of Records**

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

### **Transfer of Student Records**

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

### **The Family Education Rights and Privacy Act**

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

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

## Safety

### Building Security

In order to provide the best safety and security for students and staff, building access will be restricted and all doors will remain locked when students are in session. The building will remain locked after school unless an event is scheduled.

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

### Emergency/Safety Drills

Safety drills will occur at times established by the building principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students. (BP 4:170)

### Reciprocal Reporting Act

Illinois statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement and the 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 procedures for violence and criminal activities in school.

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

### Reporting an Incident

The safety and security of our students and staff remains a top priority. As such, we strongly encourage anyone with information to report a potential incident involving the safety, security or welfare of our students, staff or property (confirmed or not) to the administration or a staff member as soon as possible. This can be done in person, by phone, mail, email, or in writing.

### School Cancellations

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

### Search and Seizure

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

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

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

## **INSTRUCTIONAL INFORMATION**

### **Educational Opportunities**

#### **Northview Curriculum**

Kindergarten through 4<sup>th</sup> grade elementary school curricula stress reading, language arts, math, science, social studies, art, music, and physical education. Each grade level will have specific curricular information available at the Fall Open House. Technology experiences are integrated in many of the learning activities at all grade levels. Students access computers in classrooms.

#### **Parkside Trimester Course Offerings**

##### **Grade 5:**

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

Expo Courses: REQUIRED: PE, Health; OTHERS: Art, Music, Math Intervention, Reading Intervention

##### **Grade 6:**

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

Expo Courses: REQUIRED: PE; OTHERS: Art, Music, Health, Math Intervention, Reading Intervention

##### **Grade 7:**

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

Expo Courses: REQUIRED: PE, STEM; OTHERS: Art, Sculpture, Music, Media Arts, Spanish, Math Intervention, Reading Intervention

##### **Grade 8:**

Core Courses: Language Arts/Literature Block, Math or Algebra, US History, Science

Expo Courses: REQUIRED: PE, STEM; OTHERS: Art, Sculpture, Stagecraft, Spanish, Math Intervention, Reading Intervention

#### **Parkside Program and Course Descriptions**

**Algebra:** An advanced math course offered to qualifying students. Qualifying criteria include math scores on IAR and MAP assessments, 7<sup>th</sup> grade math grades and teacher recommendation. Algebra is offered at LPHS and will be taught by a high school instructor. Transportation is available if needed. There is an associated fee of ~\$175 and students will earn high school Algebra credit if they meet the established grade requirement of 70% (C-). Non-credit algebra is also available at St. Bede Academy, but no transportation is provided.

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

**Art:** A trimester course offered at each grade level based on the elements and principles of art. The students will focus on the process of building their artistic behavior through specific arts standards: creating, presenting, responding, and connecting.

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

**Health:** A REQUIRED trimester course for 5<sup>th</sup> and/or 6<sup>th</sup> grade which helps students understand that good health habits can improve school performance, friendships, physical appearance, and overall self-confidence. The importance of avoiding risky behaviors and guidelines on how to do so will be discussed.

**Math Intervention:** A full-year course offered to 5<sup>th</sup> through 8<sup>th</sup> grade students which focuses on building foundational math skills to help support academic performance in students' core math class.

**Media Arts:** A 7<sup>th</sup> grade trimester course which involves mixing different creative mediums to create work that incorporates two or more art forms. In this course, students will learn to use a variety of traditional and non-traditional materials to create 2-d and 3-d works of art. Students will also learn about historically significant and contemporary mixed media artists and their work.

**Physical Education** is mandated daily by ILCS, Article 5/27-5. In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request (BP 7:260). Eighth grade students only will also receive instruction to have a better understanding of relationships and dating, sex education, parenting responsibilities, and consumer science.

The following rules apply to daily Physical Education at Parkside:

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

**Reading Support Social Studies:** A full-year course offered to 5<sup>th</sup> through 8<sup>th</sup> grade students which focuses on building foundational reading skills through the use of grade social studies content. Grade level social studies curricula will be taught while reading strategies are reinforced to give students real subject application. Additionally, Reading Plus Intervention will be utilized to help support academic performance in students' core literature and language arts courses.

**Sculpture:** A trimester course offered to 8<sup>th</sup> grade students that focuses on learning various tools and techniques to create 3-dimensional art works with papier mache, clay, wire, and other various sculpture building materials. Students will apply the knowledge of the elements of principles of design to create functional and nonfunctional sculptures. Additionally, students will learn about important movements in art history and of important artists that contributed to them.

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

**Spanish:** A trimester course offered to students to take once during their 7<sup>th</sup> and/or 8<sup>th</sup> grade year. It is designed to introduce students to Spanish culture, vocabulary, and grammatical structures through active participation in reading, writing, speaking, and listening activities.

**STEM:** A REQUIRED trimester course for 7<sup>th</sup> and 8<sup>th</sup> grade, but also offered at 5<sup>th</sup> and 6<sup>th</sup> grade which consists of a modular curriculum program emphasizing Science, Technology, Engineering, and Math. Each of 15 modules engages students through the use of computer-assisted learning. Content is delivered through zSpace, video segments and hands-on activities. Topics include Electronics, 3-D Printing, Video Production, Home and Fashion Design, Drones, Robots, and more.

### **Special Programs and Services**

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

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

- a) Sign the Diabetes Care Plan
- b) Grant consent for and authorize the school nurse to communicate directly with the health care provider whose

- instructions are included in the Diabetes Care Plan
- c) Inform the school in a timely manner of any necessary change to the Diabetes Care Plan on file at school
  - d) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

**Special Education:** Peru Elementary School District 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 LEASE special education joint agreement. Services are available for all types of disabilities and/or exceptionalities. Within the LEASE Cooperative all member school districts establish, maintain, or have access to special education instructional programs, resource programs, and related services which meet the educational needs of children with the following exceptional characteristics: auditory; visual; physical or other health impairments; speech/language impairments; deficits in the essential learning process of perception, conceptualization, memory, attention or motor control; deficits in intellectual development and mental capacity; emotional/behavioral disorders; traumatic brain injury or autism which restricts educational functioning.

Notification of the intent to initiate a case study or to provide district special education services is required for any child being considered for such services.

As a parent you have the right to obtain related service logs of all related services provided to your child as part of his or her IEP. These logs will be available to the parent annually as part of the IEP process, but are always available upon request. Please contact the district psychologist, Brittany Godsey, if you would like to request a copy of related service logs for your child.

**Medicaid Data Release (Special Education Students Only):** If a child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services. The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing to: Brittany Godsey, School Psychologist, 1800 Church Street, Peru, IL 61354.

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

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

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

**Speech and Language Screening:** All students enrolled in kindergarten 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. Speech and language therapy services are provided by the district for those students who qualify after being screened and identified by the Speech Pathologist. Parents or guardians of students who are referred by school district personnel will be notified by the Speech Pathologist and asked to sign consent for screening. Questions regarding service availability should be directed to the district psychologist.

## **Title I Services**

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

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

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

### **Assurances**

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

### **Comparability of Services**

The required comparability documents are housed at Parkside in the District Office. These documents include: comparability report, the district wide salary schedule, board policy on salary, and material equivalence among schools. Peru Elementary Schools pays its Title I instructors according to his/her position on the negotiated salary schedule. At this time, Peru only has one school per grade span so comparability is not a factor.

### **Allowable Costs Requirement**

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

### **Needs Assessment**

Peru Elementary Schools completes a Title I needs assessment during the spring of each school year. This survey is based primarily on student performance within the classroom and standardized test scores when available. In the primary grades Fountas and Pinnell Benchmarking will be utilized as part of the student assessment in the spring of each year. Student performance on the MAP Assessment (NWEA's Measure of Academic Progress) will be a primary tool for identification for students in grades 1 through 8. Additionally, information from parent surveys and teacher surveys is considered valuable screening information. All information necessary for completing the needs assessment report is housed at each school.

### **Parents Right-To-Know**

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Peru Elementary School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### **Student Selection Criteria**

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

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

### **Parental Involvement**

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

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

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

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

### **Program Improvement and Evaluation**

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

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

AIMSweb Plus Test of Early Literacy (which assesses letter naming fluency, letter sound fluency), Aimsweb Plus will be administered up to three times a year in grades K through 8. Fountas and Pinnell Benchmarking is used at grades K-1 for letter and sound ID. The Fountas and Pinnell text leveling system is also used at grades K-4 for students reading comprehension and fluency. The MAP Assessment will be given to students two times per year in grades 1-8. Students are assessed in Math and Language Arts using the MAP Assessment.

### **Program Quality**

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

1. Journal of minutes for planning meetings with teachers, parents, and administration are kept and housed in individual buildings.
2. Notes and records from conferences attended by those associated with Title I Program will be kept and housed in the instructor's classrooms.

3. Desired outcomes as outlined on the Title I application under program goals and objectives represent broad program goals. Specific goals and objectives for students enrolled in Title I Programming can be found outlined in the teacher's lesson plans.
4. Title I instructors maintain individual student progress folders which are housed in the Title I classrooms. Additional evidence of students' progress toward achieving desired outcomes may be reflected in regular classroom progress reports and quarterly report cards.
5. Spring referrals are filled out by teachers in order to identify potential students for the coming school year.

## Northview Academic Policy and Procedures

### Grading Scale

Preschool and Kindergarten use a skill based report card. Grades 1-4 use the following grading scale ranges.

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

### Homework

The purpose of homework is to reinforce a lesson, strengthen skills, and improve student study habits.

**Absence:** It is the responsibility of the student or parent to obtain all make-up work. Parents may request and pick up homework in the office between 3:00-4:30 p.m. on the day of the absence. Students have the same number of days to make up work as they missed from school. If a student's absence is excused or if a student is suspended from school, he or she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

**Late work – Grades 1-4 only:** If late work occurs frequently, the student may be assigned to attend Project Success until homework is completed. If students have missing homework, a minor may be given. If late work becomes chronic, the teacher will be in contact with the parents to discuss their concerns.

### Progress Reports

Report cards are issued three times during the year at 12-week intervals. Midterm reports are sent home every six weeks. Parent grade access is available online at [www.perued.net](http://www.perued.net) for grades 2-4. Look for the PARENT GRADE ACCESS link and use the user name and password information given at the beginning of the year.



## Parkside Academic Policy and Procedures

### Academic Grading Scale

Percent Scale	
A+ = 100%	C = 79 – 82%
A = 96 – 99%	C- = 75 – 78%
A- = 94 – 95%	D+ = 73 – 74%
B+ = 92 – 93%	D = 71 – 72%
B = 89 – 91%	D- = 70%
B- = 87 – 88%	F = 0-69%
C+ = 83 – 86%	

4 Point Scale	
A+ = 4.0	C = 2.0
A = 4.0	C- = 1.5
A- = 3.7	D+ = 1.2
B+ = 3.4	D = 1.0
B = 3.1	D- = 0.5
B- = 2.8	F = 0.0
C+ = 2.5	

### Trimester Grading Procedure

Trimester grades will be based on 60% Assessment and 40% Practice/Homework for 5th and 6th grade and 70% Assessments and 30% Practice/Homework for 7th and 8th grade in all core classes. In addition, there should be a minimum of 4 assessments per trimester and per core class. We believe this is the most accurate way to reflect what each student knows and can do. When appropriate, rubrics (a guide listing specific criteria for scoring) will be given to clarify expectations. Assessments include not only tests, presentations, quizzes and projects, but also smaller assignments such as (but not limited to) quick checks, lab reports, exit slips, and other types of independent in-class work. Practice/Homework may include (but not limited to) daily assignments completed outside of class, as well as class participation, discussion, and journals. The teacher will make the final determination whether each assignment is an assessment or practice and this will be indicated in the gradebook.

### Calculating Grade Point Average (GPA)

Core courses are worth full credit and expo courses ½ credit. GPA can be calculated by adding together the numerical equivalents of each letter grade earned and dividing by 6 (5 core + 2 half credit expos). For example: grades of B+, A, A-, B, C+ in core classes →  $3.4+4.0+3.7+3.1+2.5=16.7$  and grades of A, B in expo courses →  $4.0+3.1=7.1 \times \frac{1}{2} \text{ credit} = 3.55$ . Add the 16.7 from core and 3.55 from expo = 20.25 divided by 6 = **3.375 GPA**.

### Grades Online

Student progress may be monitored online via a link labeled PARENT GRADE ACCESS on the district website at [www.perued.net](http://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 three days for grades to be posted after an assignment is due.

### Grade/Progress Reports

School report cards will be issued to students on a trimester (12-week) basis. At the mid-point of each trimester, Progress Reports will be mailed home only to those families who do not have access to grades online and who request a written report. Trimester Report Cards are distributed at Parent/Teacher Conferences for Trimester 1, mailed home for Trimester 2, and distributed to students on the final attendance day for Trimester 3.

### Homework

The purpose of homework is to enrich the school experience, strengthen basic skills, and improve student study habits (BP 6:290). Assignments should be recorded by students in their daily planner, and can be found on the homework tab of the Parkside website.

### Late and Missing Work Policy

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

### Make-Up Work

The office is open from 7:30AM-4:30PM and homework should be requested by 9:00AM. Requests may be left on the answering machine prior to 7:30AM. Teachers will gather assignments and they will be available in the office for pickup. Assignments may also be accessed on the Parkside tab of the district website under Homework. When an absence is excused, or a student is suspended from school, he or she is expected to make up all missed work and tests and will receive full credit.

Students will have the same number of days to make up work and prepare for tests as were missed during an EXCUSED absence.

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 (including suspension): Work must be completed upon return to receive credit; make up for any missed tests must be immediately arranged by the student.

### **Academic Assistance Programs**

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

**Academic Lunch:** Students with late work or missing work may be assigned Academic Lunch to complete these assignments for credit during their regularly scheduled lunch. Students will bring their lunch to a supervised room and will have access to necessary technology and curriculum materials. Parents will be notified when referrals to Academic Lunch become chronic. Students may be assigned to Friday Extended Day when they are regularly referred to Academic Lunch and continue to have late or missing work. Academic Lunch may be dependent upon availability of supervision.

**Friday Extended Day:** FED is a supervised after school academic program on Fridays from 1:55-3:05PM to provide a structured opportunity for students to complete missing assignments. Students with chronic late or missing work may be required to attend FED. Transportation is NOT provided by the district for FED.

**Morning Lab:** Students may report directly to room 146 before school any morning from 7:45-8:15AM to print, complete assignments, read or study for tests in a quiet supervised environment.

**Project Success:** Project Success is an after-school program to assist students in completing homework, organizing materials and studying for tests. Students will be recommended by their teachers for enrollment. The program meets Tuesday and Thursday until 4:05PM and transportation will be provided for all eligible bus students.

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

**Teacher Homework Assistance:** If a teacher has issued a morning pass, students may report directly to that teacher before school. If students have questions about homework but do not have a pass, they must first stop in the office to see if a teacher is available to assist them. Individual or group homework assistance after school can be requested by students and may be provided based on teacher availability.

## **HONORS**

**Trimester Honor Roll:** Honor Roll – 3.1 to 3.69 GPA

High Honors – 3.7 GPA or above

**NOTE:** *Honor Roll does NOT automatically qualify a student for Scholastic Honors at the end of the year. Please see the criteria to qualify for Scholastic Honors below.*

### **SCHOLASTIC HONORS (END OF THE YEAR HONOR)**

Fifth, sixth, seventh and eighth grade students who maintain a cumulative GPA of 3.4 or better through midterm of the 3<sup>rd</sup> trimester will receive recognition for their outstanding scholastic achievement at the annual Honors Breakfast in May. Eighth grade students who earn Scholastic Honors status every year in middle school will receive an additional award at the end-of-year awards assembly.

## End of Year Awards

An all-school Awards Assembly will be held annually during the last week of school (typically on the morning of the graduation ceremony). Family members are invited and encouraged to attend. Awards followed by (EOY) will be presented at this assembly. Major awards (G) will be presented at the graduation ceremony.

**Accelerated Reader (EOY)** - Students are strongly encouraged to read independently and the Accelerated Reader program provides a structured platform to measure and monitor the quantity and quality of their reading. The top five readers in each grade level will be recognized, as well as students reaching the following milestones: (1) 500 points in one school year, (2) 1000 cumulative points, (3) 2000 cumulative points, (4) most points in 4 years.

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

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

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

**(Brett) Barry Outstanding Artist (EOY):** established in memory of a former student killed in an automobile accident at the age of 18, to recognize an outstanding 8<sup>th</sup> grade art student. Brett was an exceptionally talented artist who enjoyed oil painting and drawing. The recipient must have outstanding artist ability as well as good academic standing and character.

**(Jay) Baznik Science (EOY):** established in 2009 in memory of a long-time science teacher at Washington School. It is presented to a 7<sup>th</sup> 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, above average advancement of knowledge in science and by showing cooperation by assisting other students in science as needed.

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

**(Michael) Izzo (EOY):** established in memory of a former student who excelled in both Band and Choir to honor and recognize the 8<sup>th</sup> grader who best epitomizes the high musical standards of Peru Schools. The recipient is selected jointly by the Band and Choir directors using these criteria: (1) Member of Band and Choir for at least 2 years, (2) Outstanding Musical Achievement and Interest, (3) Inspiration to others through Leadership, (4) Above Average Grades and Character

**(Jade) Muylle (G):** established in memory of a former Peru student who died during his 8<sup>th</sup>-grade year and was awarded his diploma posthumously. The recipient is selected using the following criteria: (1) Must have attended Parkside all year, and (2) Earned the Highest Cumulative GPA in 8<sup>th</sup> grade.

**Outstanding Choral (EOY):** selected by the Choir Director using the following criteria: (1) At least three years participation in Choir, (2) Prominent Role in the Spring Musical, (3) Demonstrates Strong Leadership and Effort, (4) Good Academic Standing

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

**Scholastic Honors (EOY):** Fifth, sixth, seventh and eighth grade students who maintain a cumulative GPA of 3.4 or better through midterm of the 3<sup>rd</sup> trimester will receive recognition for their outstanding scholastic achievement at the annual Honors Breakfast in May. Eighth grade students who earn SH status every year in middle school will receive an additional award at the end of the year awards assembly.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Citizenship Rights**

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

1. The right of free expression is fundamental in a free society. The student has this right, but it must be exercised in a responsible manner so as not to interfere with the rights of others nor disrupt the educational process.
2. No student shall be deprived of an education. Those students who cannot function because of physical or mental disability in the traditional school setting shall have access to alternative programs of instruction.
3. Using proper channels, students shall be permitted to voice an opinion on the development of school policy.
4. Fundamental to the workings of democracy is the right that no student shall be deprived their rights without due process of law. The courts have recognized that education is not a privilege but a right to which all citizens are entitled. Consistent with court decisions, the school shall follow a system of due process which is compatible with the special characteristics of the school community.
5. Educational and extracurricular programs, activities, services, and benefits will be provided to students without discrimination on the basis of gender. No student shall be limited in the exercise of any right, privilege, advantage opportunity on the basis of gender. The grievance procedure shall include a coordinator for the district who will respond to the grievance or complaint of illegal discrimination (BP 7:10).
6. Disabled students have the right to equal educational opportunities. Individuals wishing to file a complaint alleging violation of rights accorded parents/eligible handicapped students may do so (BP 7:10).  
Level I: A student shall present the complaint in writing to the 504 Coordinator (District Psychologist). He/she shall investigate and attempt to resolve the complaint within five working days. If solution does not occur, student may present complaint to the Superintendent who shall determine matter within five working days. If solution does not occur, student may, within five working days, present complaint to the Board of Education who shall consider the matter at the next regularly scheduled meeting. Level II: Failing to resolve complaint at Level I, student may request due process hearing to be held within guidelines set forth in an ISBE booklet titled "A Parent's Guide: The Education Rights of Handicapped Children."
7. A student with an infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District shall balance those student rights with the District's obligation to protect the health of all district students and staff.

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

### **Educational Process Rights**

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

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

## Student Rights and Grievance Procedure

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

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

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

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

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

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

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

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

## Student Responsibilities

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

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

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

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

## DISCIPLINE POLICY AND PROCEDURES

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

activities, camps and conferences.

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

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

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes and/or other similar devices, including vaping materials and liquids.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana or cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or other substances into the body; and (b) grow, process, store, or conceal such controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless

otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using a shocking device or laser pen. These items are not allowed in school at any time. Items brought to school are subject to confiscation and will be referred to administration for disciplinary action.
7. Using a laser pointer unless under a staff member's direct supervision in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials, including refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, cyber-bullying using a computer, network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse. State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school, fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Gang involvement or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item

belonging to, or under the control of the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

### **Gross Misconduct**

Gross Misconduct is a more serious OR repetitive/chronic type of disobedience that will most often result in a suspension or expulsion. Examples include, but are NOT limited to:

- Assault, Battery and Fighting
- Bullying, Harassment, or Intimidation in or out of school that disrupts the educational environment
- Harassment thru Electronic Means (including email, Google Docs, and social networking) in or out of school that disrupts the educational environment
- Gang Activity or Involvement
- Insubordination and/or Disrespect to Staff
- Misuse or Abuse of Technology Devices, Network Systems, Printers or Programs
- Possession or Distribution of Pornography (print or electronic)
- Possession, Distribution or Use of Smoking Materials, including cigarettes, e-cigarettes, vaping liquids, etc.
- Possession, Distribution or Consumption of Alcohol
- Possession, Distribution or Use of Illegal Drugs or Look-Alikes or Drug Paraphernalia
- Possession or Use of Fireworks or Explosives
- Possession or Use of a Weapon or Look-Alike, including Pocket Knives, BB/Pellet guns, etc.
- Possession or Use of a Shocking Device
- Researching, drawing, gesturing, otherwise promoting school-inappropriate materials such as drugs, weapons, pornography, etc.
- Setting a False Fire Alarm or Calling 9-1-1
- Theft or Damage to School Property
- Threatening or Striking any Student or Staff
- Unauthorized access to any student or staff account for any purpose, including sending abusive or obscene messages, accessing private information, or tampering/destroying files or records

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of restorative justice and non-exclusionary discipline before using out-of-school suspensions or expulsions. Research has shown that the restorative justice techniques, such as social emotional interventions, counseling, peer conflict resolution, and parent meetings are more effective in repairing the harm that was done and reducing repeat offenses. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

In the event that a student's behavior becomes a threat to the safety and well-being of himself/herself or others, a crisis response team consisting of administrators, teachers, and support staff may be called upon to use isolated time out or physical restraint. The response team is trained annually in non-violent crisis prevention and intervention (CPI) and will only be used as a means of maintaining a safe and orderly educational environment for students and staff. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

**Potential disciplinary measures** include, without limitation, any of the following measures:

1. Temporary removal from the classroom and/or
2. Withholding of privileges
3. Notifying parents/guardians
4. Restitution of stolen or damaged property
5. After-school or Saturday Detention
6. In-school Suspension (aka Disciplinary Study Program)
7. Seizure of contraband; confiscation/temporary retention of personal property used to violate school rules
8. Mandated counseling with the social worker, or referral to outside agencies
9. Suspension from bus riding privileges
10. Out-of-school Suspension for up to ten days and a resulting disciplinary conference
11. Expulsion from school and all school activities for a definite time period not to exceed two calendar years
12. Transfer to an alternative program



13. Notifying juvenile authorities whenever the conduct involves criminal activity such as, illegal drugs or “look-alikes,” harassment through electronic means, alcohol, weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement.

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

### **Explanation of Disciplinary Measures**

Students may be asked to complete appropriate behavioral or social emotional intervention curriculum as a way to address infractions of this handbook. The specifics of the curriculum and how it will be administered will be determined by a teacher, social worker or administration on a case by case basis. When assigned, this curriculum is mandatory and may be completed during the regular school day, or at any of the following disciplinary actions:

**Teacher Detentions:** Date, time, and length of detention is determined by the issuing teacher.

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

**Office Detentions:** Students will be held after school at Northview from 3:20-3:50pm (M-Th) and at Parkside from 3:10-4:00pm (M-Th).

**Friday Extended School (Parkside only):** Students will be held after school from 1:55-3:05pm on Fridays or early dismissal days for disciplinary reasons.

**Saturday Detentions (Parkside only):** Saturday detentions are held from 8:00am to 11:00am. Students should report to an assigned supervisor at the main entrance of the school no later than 8:00am. Parents must call by 8:00am to excuse a student due to illness.

*Written notice will be given, or verbal parent permission obtained, prior to a detention being served. Failure to serve a detention (or be excused in advance by a parent) may result in further disciplinary action.*

**In-School Suspension:** In-school suspensions are held during the school day and supervised by licensed school personnel. In addition, students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit (BP 7:200).

**In-School Suspension / Disciplinary Study Program (BP 7:200):** ISS/DSP is the temporary exclusion of a student from regular classes. Students will be placed in a supervised room (in the office or other location) and will be required to complete assignments provided by their teachers. Teachers providing assignments to ISS/DSP students should check-in with them during their plan time to answer questions that may arise. ISS/DSP may be scheduled on any day during regular school hours. Students assigned will report directly to the office in the morning. Those who are disruptive or fail to complete assignments will be referred to administration for further disciplinary action.

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

**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). An expelled student is prohibited from being on school grounds

**Regional Safe School Program (Parkside 6-8 only):** 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 serious criminal acts are eligible for an alternative school program, most often housed at the Regional Safe School in Peru. Transportation is provided by the district for the RSSP.

## Bus Transportation

Students are allowed to only have ONE bus stop to and from school. The bus stop may be at parents/guardians, grandparents or babysitters as long as the stop is in the city limits of Peru. Students must go to the stop that is provided to them by the school. Parents cannot change stops on their own and decide to send children to an alternative stop.

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

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

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

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

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student for a period in excess of ten days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

## Corporal Punishment

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

## Discipline and Special Education Students

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

## CLARIFICATION OF DISCIPLINARY TERMS

**Bullying, Intimidation and Harassment (BP 7:20, 7:180, 7:190, 2:260)** – Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

During any school-sponsored education program or activity.

While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

Placing the student or students in reasonable fear of harm to the student's or students' person or property;

Causing a substantially detrimental effect on the student's or students' physical or mental health;

Substantially interfering with the student's or students' academic performance; or

Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Teen Dating Violence Prohibited:** Engaging in teen dating violence that takes place at school, on school property, or at school-sponsored activities is prohibited. Anyone with information about incidents of dating violence is encouraged to report them to the Social Worker, Assistant Principal or Principal. *See BP 7:185*

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to

the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

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

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

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

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

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

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club or any other object if used or attempted to be used to cause bodily harm, and “look alike” of any firearm as defined above.

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

## **STUDENT AUTHORIZATION FOR ACCESS TO THE DISTRICT'S ELECTRONIC NETWORKS**

### **Acceptable Use Policy Statement of Understanding and Authorization**

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

### **Introduction**

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

### **Usage Guidelines**

- 1. Acceptable Use** - Access to the electronic network must be for the purpose of education and research related to school curriculum, assignments and/or assessments, and must also be consistent with the district's educational goals and objectives.
- 2. Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and may also include disciplinary action as outlined in Board of Education policy and the Student Handbook. The superintendent or designee will make all decisions regarding whether or not a user has violated these procedures and the district may deny, revoke, or suspend student access at any time it deems this to be necessary for the safety and welfare of others.
- 3. Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
  - B. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - C. Downloading of copyrighted material for other than personal use;
  - D. Using the network for private financial or commercial gain;
  - E. Wastefully using resources, such as file space;
  - F. Hacking or gaining unauthorized access to files, resources, or entities;
  - G. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
  - H. Using another user's account or password;
  - I. Posting material authored or created by another without his/her consent;
  - J. Posting anonymous messages;
  - K. Using the network for commercial or private advertising;
  - L. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, or is in any violation of any Board policy regarding misconduct, including but not limited to bullying, intimidation, harassment or threats.
  - M. Using the network while access privileges are suspended or revoked.
  - N. Using encrypted communication without prior approval.
  - O. Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy.

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

- A. Be polite.
- B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- C. Do not reveal personal information, including the addresses or telephone numbers or social media accounts of the user, or other students or people.
- D. Recognize that email and social media accounts are not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- E. Do not use the network in any way that would disrupt its use by other users.
- F. Consider all communications and information of other people to be private property.

**5. No Warranties** - The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services or Internet. Further, the district does not take any responsibility for any information that may be lost, damaged, altered or unavailable when using its services or the Internet.

**6. Indemnification** - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of this policy, including such incurred through copyright violation.

**7. Security** - Network security is a high priority. If the user can identify a security problem in the network or on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network and may face other disciplinary actions.

**8. Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, district web page or social media accounts, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

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

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

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

- A. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- B. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- C. Electronic messages transmitted via the district's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and

reputation of the district. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- D. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- E. Use of the district's email system constitutes consent to these regulations.

## **12. Internet Safety**

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

## **13. Off Campus Computer Use**

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

## **14. Mobile Device Policy**

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

## **15. Social Media**

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

## **16. Due Process**

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

## **17. No Expectation of Privacy**

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

## **Statement of Understanding and Authorization**

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

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

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