

# **Pecatonica Community Middle School**



## **Student/Parent Handbook 2016-2017**

# TABLE OF CONTENTS

WELCOME	3
BOARD MEMBERS	4
ADMINISTRATORS	4
FACULTY	5
SUPPORT STAFF	6
ATTENDANCE	7-8
ACCIDENTS	8
ADULT VOLUNTEER HELPERS	8
AGENCY & POLICE INTERVIEW	9 & APPENDIX S
ARTICLES PROHIBITED AT SCHOOL	9
ASSIGNMENT NOTEBOOK/PLANNERS	9
ATHLETIC FEES	9
BICYCLES	9
BUILDING USAGE	9
BULLYING	9
CELL PHONES	9-10
CHANGE OF ADDRESS/PHONE	10
CHEATING AND PLAGIARISM	10
CHECKS	10
CLOSED CAMPUS	10
COMMUNICABLE DISEASES	10
CONFERENCES WITH TEACHERS	10-11
CYBER BULLYING	11
DETENTIONS	11
DRESS CODE	11-12
DRUGS (see WEAPONS/DRUGS)	
DRUG TESTING POLICY	APPENDIX Q
EARLY DISMISSAL DAYS	12
EARLY RELEASE FROM SCHOOL (APPOINTMENTS)	12
EMERGENCY CONTACTS	12
ENTRANCE AND EXITS	12
EQUIPMENT AND PROPERTY DAMAGE	12
EXAMINATIONS (PHYSICAL AND DENTAL)	12-13
EXTRACURRICULAR ACTIVITIES	13 & APPENDIX D
FIELD TRIPS	13-14
FIRE, DISASTER AND SAFETY DRILLS	14
GRADING POLICY	14
GRADING SCALE	14
GUIDELINES FOR BEHAVIOR	15 & APPENDIX F
GUM & FOOD ITEMS	15
GYM LOCKS	15
GYM USAGE	15
HOMEWORK	15
HONOR ROLL	15
HOT LUNCH PROGRAM	16
INSURANCE	16
LATE ASSIGNMENT POLICY	16
LIBRARY	16
LOCKERS	16-17
LUNCHROOM RULES	17
MAKE-UP WORK	17
MATERIALS	17
MEDICATION	17 & APPENDIX N

NON-RESIDENT PUPILS	17 & APPENDIX O
PARENT TEACHER ORGANIZATION (PTO)	18
PETS	18
PHYSICAL EDUCATION CLASS POLICY	18
PUBLIC DISPLAY OF AFFECTION (PDA)	18 & APPENDIX B
REPORT CARDS & PROGRESS REPORTS	18
RETENTION POLICY	18-19
SCHOOL HOURS	19
SCHOOL PICTURES	19
SCHOOL RULES	19
SECURITY/SAFE SCHOOLS	19
SICK AT SCHOOL	19
SOCIAL MEDIA	19-20
SOLICITING	20
SPECIAL NEEDS	20
SUMMER SCHOOL INTERVENTION PROGRAM	20
TRANSPORTATION	20
VIDEO SURVEILLANCE	20
VISITORS	20
WEAPONS/DRUGS	20
WEATHER CONDITIONS	20-21
WEBSITE	21
BUS RULES	APPENDIX A
SCHOOL DISTRICT #321 DISCIPLINE CODE	APPENDIX B
STUDENT'S SCHOOL RECORDS	APPENDIX C
EXTRA CURRICULAR PARTICIPATION POLICY	APPENDIX D
PECATONICA PUBLIC LIBRARY DISTRICT	APPENDIX E
PCMS BEHAVIORAL EXPECTATIONS	APPENDIX F
GRIEVANCE PROCEDURES	APPENDIX G
HARASSMENT OF STUDENTS PROHIBITED	APPENDIX H
ASBESTOS	APPENDIX I
SCHOOL VISITATION RIGHTS ACT	APPENDIX J
BOOK FINE SCHEDULE	APPENDIX K
SCHOOL PEST MANAGEMENT STATEMENT	APPENDIX L
AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS	APPENDIX M
MEDICATION AT SCHOOL PROCEDURE	APPENDIX N
ESTABLISHING RESIDENCY IN PECATONICA SCHOOL DISTRICT	APPENDIX O
AT-RISK COMMUNITY RESOURCES	APPENDIX P
RANDOM DRUG TESTING POLICY	APPENDIX Q
GRADING STANDARDS	APPENDIX R
AGENCY & POLICE INTERVIEW	APPENDIX S
1:1 INITIATIVE HANDBOOK (Chromebooks)	APPENDIX T

# WELCOME

August 22, 2016

Dear Pecatonica Community Middle School Students and Families,

I want to welcome you and your child to Pecatonica Community Middle School. Please be assured that Pecatonica Community School District works diligently to provide a safe place for children to learn and grow. Since our future is dependent upon every child in our community becoming educated, The Pecatonica Board of Education has shared in its mission statement that students need to "...become life long learners in an ever-changing society." I assure you that the enthusiastic and professional teachers, support staff, and administration are committed to this mission.

The student handbook is designed to inform you and your child of the type of conduct expected at Pecatonica Community Middle School; however the handbook is not all-inclusive in that it cannot possibly address all possible scenarios. The handbook is a general summary of Board policies governing the district; Copies of Board policies are available through the district office. Additionally, the handbook may be amended during the year without notice. If you have any questions or concerns regarding the student handbook please do not hesitate to call the school at 815-239-2612.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. King', with a stylized flourish at the end.

Timothy D. King  
Principal

## **BOARD MEMBERS**

**Mr. Steve Gorman, President**  
**Mrs. Sally Hoff, Vice-President**  
**Mrs. Kim Greene, Secretary**  
**Mr. Wayne Shere**  
**Mr. Don Miller**  
**Mr. Bob Ackerman**  
**Mrs. Bridgett Penwell**

## **ADMINISTRATORS**

**Pecatonica C.U.S.D. #321**  
**1300 Main Street, Pecatonica, Illinois 61063**  
**815-239-1639**  
[www.pecschools.com](http://www.pecschools.com)

**Mr. William Faller**  
**Superintendent**

**Mrs. Carrie Brockway**  
**Elementary School Principal**

**Mr. Timothy King**  
**Middle School Principal**

**Mr. Todd France**  
**High School Principal**

**Mr. John Schwuchow**  
**Curriculum Director**

# MIDDLE SCHOOL FACULTY

## GRADE 5

Ms. Suzi Fowler  
Mrs. Julie Johnson  
Mrs. Karen Kramer

## READING & ENGLISH

Mrs. Felecia Fuller  
Ms. Rachel Medearis  
Mrs. Heidi Schiesher  
Mrs. Amanda Lenox

## MATHEMATICS

Mr. Robert Cyr  
Mrs. Molly Powers  
Mrs. Sara Kalas

## SCIENCE

Mrs. Christina Bergin  
Ms. Jennifer Dunham

## SOCIAL STUDIES

Mr. Chris Dertz  
Mr. Ben Powers  
Ms. Brenda Branham  
Mrs. Marilyn Larsen  
Ms. Lisa Jurkovic

## SPECIAL EDUCATION

## P. E.

Mrs. Jennifer Dusing  
Mrs. Sara Kalas

## BAND DIRECTOR

Mr. Neal Shippy

## CHORUS DIRECTOR

Mr. Charles Owen

## ART

Mrs. Jessica Sheets

## GUIDANCE COUNSELOR

Ms. Liz Himes

# SUPPORT STAFF

SECRETARY	Mrs. Kassy George
DISTRICT TECHNOLOGY DIRECTOR	Mr. Jeff Bowman
TECHNOLOGY SUPPORT	Mr. Will Johns
NURSES	Mrs. Andrea McGrew Mrs. Missy Sager Mrs. Jen Moore
KITCHEN PERSONNEL	Mrs. Brenda Weires Mrs. Mary VanVleck
CROSSING GUARD	Mrs. Brenda Weires
CUSTODIANS	Mrs. Rose Byl Mrs. Marie Lane
LIBRARY AIDE	Ms. Mickey Grunder
CLASSROOM AIDES	Mrs. Sharon Berry Mrs. Kerri Topper Ms. Josepha Klickner Mrs. Bev Hilton
BUS DRIVERS	SUE SIEMENS 1 KRISTEN PORTER 2 ROSE BYL 3 DAVE FARGHER 4 JENNIFER WARE 5 THOMAS GIBLER 6 DAVE MYERS 7 RON LARSON 8 RAY MAYFIELD 9 BRETT DUNN 10 TAMI STORY 11 DAVE OSBAUGH 12 ROB BELL 14 DAVE GRAY 15 JOHN NASH

# ATTENDANCE 7:70

School attendance is important because it is closely connected to school success. Students can learn best if they are present on a consistent basis for instruction. National studies show that the average number of school days that most students miss is six. The Illinois School Code and Juvenile Court Act consider an absentee rate of more than 10% of school day's (an average of 17) to be at-risk of not completing an education. Not only is school attendance important for school success, it is mandated by law. As a result of this law, the School must maintain accurate attendance data. This data is reviewed by Middle School Staff and a representative of the Regional Attendance Cooperative. To help us keep accurate data related to your child's attendance, please notify the school by 8:30 AM each day that your student is absent. Student success directly correlates to good attendance patterns. Conversely, student failure can correlate to excessive absenteeism. A student who is absent 20 days or more (excused and/or unexcused) will automatically be considered for retention.

If a student misses 5% of the days school has been in session (excused and/or unexcused), a letter will be mailed to the family and a copy given to the Regional Attendance Cooperative. If the student continues to miss 5% of the days school has been in session (excused and/or unexcused), a second letter will be sent home and a copy sent to the Regional Attendance Cooperative. If the student continues to be absent 5% of the days in session, a third letter is sent to the family. At this time, a referral will be made to the Regional Attendance Cooperative. Following this referral, a representative of the Regional Attendance Cooperative will make contact with the family and devise an action plan.

Because of the importance of regular school attendance, any student that reaches a total of **10 absences** within a school year will require a doctor's note for any future absence in order for it to be excused. If a doctor's note isn't presented for each subsequent absence, each absence will be considered unexcused. The physician must indicate in writing that the student is ill and cannot attend school. Without this written statement, the absence is unexcused.

Students involved in after school activities must be in attendance a full day to be eligible to participate in that activity. An after school activity is any event taking place outside the 8:00 a.m. - 3:15 p.m. school day. This includes practice, rehearsal, sporting events, music events, etc.

**Absenteeism Due to Illness** - If your student is out of school for three (3) consecutive school days, a note is required from a doctor stating that your student may return to school. This note must state the illness, duration of the absence, any limitations on participation in any school activities and have an authorized signature. This is for your child's welfare, as well as the well-being of his or her peers. This information will be handled in a confidential manner. The medical note may be placed in a sealed envelope and addressed to the school nurse.

For your child's well-being and the well-being of other students, your child must be symptom free (i.e. no fever of 100 degrees without the use of medicinal intervention, not vomiting, no signs of diarrhea, etc.) for a period of 24 hours before the student can return to school. Students, who go home during the school day due to fever, vomiting, etc., may not return for a period of 24 hours. In addition, they may not return to school for after school activities or programs until they are symptom free for 24 hours.

**Absenteeism Due to Appointment** – If your student has an appointment scheduled during the school day (doctor, dentist, orthodontist, etc.) a note is required from the office showing the student's name and appointment information for the absence to be excused. Students without a note will be marked unexcused.

**Absenteeism Due To Hospitalization** - If your student is hospitalized, a doctor's note is required stating the illness, if the student may participate in all school activities, and have an authorized signature. This information will be handled in a confidential manner. The medical note may be placed in a sealed envelope and addressed to the school nurse. These absences, if excused, do count toward the 10 day maximum of excused absences.

**Absenteeism Due To Other Reasons** – There are certain absences that may be acceptable if previously approved by the Middle School Principal, or designee. **Prior approval is mandatory.** Please send a written note, stating the reason for the absence, and the date(s) of the absence. This note must be signed by the student's parent/guardian and submitted to the principal prior to the absence. Students absent without a prior written excuse will be marked unexcused. These absences, if excused, do count toward the 10 day maximum of excused absences.



**Vacations** - According to Section 122:26-2a of the Illinois School Code, removing a child from school for the purpose of taking a family vacation is not a "valid cause" for absence. However, the Pecatonica Schools recognize that for various reasons, it may be necessary to schedule a family vacation during the school year. Therefore, when a family presents a request for a child to be excused for a family vacation, approval will be granted providing that the request is in writing and made a minimum of five (5) days prior to the start of the vacation. Families are reminded that time spent out of school cannot be replaced by written work alone. Interaction with teachers, specialists and classroom peers are an important part of your child's education. A time line for make-up work completion is out lined in the **Make-Up Work** section of the handbook. Teachers and families will work together to determine what is best for the individual student. The Middle School Staff appreciates your efforts to limit family vacations during the school year. These absences do count toward the accumulation toward the 10 day maximum of excused absences.

**"Take Your Child to Work Day"** - If a student participates in "Take Your Child to Work Day," (s) he must receive prior approval by the Middle School Principal. Prior approval is mandatory. In addition, the student must submit a one (1) page written essay to the Principal. The essay must be submitted within two (2) days of the absence. This essay must describe:

- the business name, address, phone number
- a summary of the day
- description of what was learned during the day.

Without prior approval and a completed essay, the student's absence will be marked as unexcused.

**TARDY** - Students who report to their classroom after 8:00 a.m. will be marked tardy. Students arriving after 8:00 a.m. need to check in the Middle School office before going to their classroom. Students arriving tardy to school disrupt the learning process for other students, as well as begin their own day in a disorganized manner. It is important to be on time to school each day. A parent conference may be requested if a pattern of repetitive tardies becomes apparent.

**There are two types of tardies.** An **excused tardy** is one where the student has an acceptable reason or a pass from another teacher. An **unexcused tardy** is one where the student does not have an acceptable reason or pass. Oversleeping, missing the bus, etc. will be considered unexcused tardies. Unexcused tardies are documented.

**PERFECT ATTENDANCE** – Is awarded to those students who are in attendance everyday school is scheduled to be in session (8am-3:15pm). Students shall not be tardy to class or school. Parents signing out students early will make a student ineligible for the perfect attendance. Perfect attendance is finalized by the principal or his designee.

## ACCIDENTS

### IN SCHOOL

School personnel will care for all minor first aid. If an illness or accident seems severe enough, a parent, guardian, or person designated by the parent will be notified and they will assume responsibility for the student. If the use of an ambulance is necessary, permission from the parent/guardian will be obtained if at all possible.

### HOME INJURIES

All injuries incurred at home are the responsibility of the parent/guardian. Students who are ill must be kept at home. The school is not staffed or equipped for serious injuries or illnesses.

## ADULT VOLUNTEER HELPERS

We encourage parents and adults to help us with our school programs in the classroom, library, cafeteria, and field trips. If you are able to donate some time at school, please contact your student's teacher, the principal, or the PTO president if you wish to volunteer your time, expertise, or services to the school. Volunteers that work directly with students must have a Volunteer Registration Form (pick up and return to the Middle School) on file prior to volunteering and must be finger printed at the Regional Office of Education. Volunteers must check in and out in the Office.

## AGENCY & POLICE INTERVIEW

Please see APPENDIX S

## ARTICLES PROHIBITED AT SCHOOL

These items **cannot** be brought to school (unless approved by teacher or administration):

Remote control toys      Expensive jewelry      Skate boards/Rollerblades      Toys  
Weapons (or look-alikes)      Shoes with built in roller blades      Any Item that can be harmful to one's self or other students

Often these types of items can cause problems and/or become lost, stolen, or broken. Do not bring these articles to school. Items on this list, or items that disrupt the educational process, will be taken from the student and held in the office until a parent/guardian comes to collect it, or held until the end of the school year.

If one of the listed articles is needed at school for a class project or assignment, please make prior arrangements with your teacher or the principal.

Although bringing large sums of money to school is not prohibited, we discourage this practice. If it is absolutely necessary to bring large amounts of money to school, please turn this into the office for safe keeping.

## ASSIGNMENT NOTEBOOK/PLANNER

The school will no longer require a planner for students to use on a daily basis. Students will have the use of Google Classroom and Google Calendar to keep track of their assignments. If a student chooses to have a planner in addition to the technology they may do so.

## ATHLETIC FEES

A fee of \$60.00 is charged for each participant in each sport. This is due before the first day of practice. Athletes will not be able to participate in practice until the fee, a physical, drug testing form and insurance forms are on file. No refunds will be given if the participant decides to sever his/her participation, or is dropped for academic ineligibility or discipline reasons. Any situation not covered by the above refund statement will be handled on an individual basis by the principal.

## BICYCLES

Riding bikes to school is allowed with a signed parent/guardian permit. Permission must be on file in the Middle School Office. **Bikes must be walked on school property at all times.** Bikes are to be parked in an orderly manner in the bike rack. A bike lock is recommended and encouraged.

## BUILDING USAGE

Use of the school building by organized groups must be approved in advance through the Middle School Activities Director and Building Principal. Rental of the Middle School gym must be approved and scheduled through the Middle School Activities Director and Building Principal.

## BULLYING 7:190 & 2:260

Refer to APPENDIX B

## CELL PHONES 7:190

Cell phones are allowed at school. However, in an effort to be consistent with all students, a cell phone policy has been put in place. Cell phones may be on the students at all times, but they must be turned off during school hours unless the teacher has approved their use during a class for a project or assignment. If a student needs to make a phone call to a parent, they should use the office phone or call on their cell phone from the office with permission from PCMS staff. The general rule is the cell phone may not be USED at all, however during bus routes, extra-curricular activities or field trip phones may be used with permission of the driver, coach or advisor. Absolutely NO use of cell phones in restrooms or locker rooms. Consequences for cell phone use are listed below:

**First Offense:** Student may pick up the phone after school from the Middle School office, and parents will be notified of the situation.

**Second/Repeating Offenses:** Parents must pick up cell phone at the Middle School office.

## **CHANGE OF ADDRESS/PHONE**

Please notify the office, in writing, of any change in address, phone number, or email as soon as possible. We must keep accurate records and be able to notify parents in case of an emergency.

## **CHEATING AND PLAGIARISM**

Cheating is defined as knowingly giving, copying or accepting another person's work and presenting it as your own.

Plagiarizing is defined as using someone else's ideas, words, or material in part or in whole without citing its source and/or without using quotation marks when applicable. Students found guilty of cheating (whether giving or receiving information) or plagiarizing will receive a penalty of zero "0" score, and disciplinary interventions as noted in the school discipline policy.

Further or repeat abuse of this rule may result in additional disciplinary action.

## **CHECKS**

Please make checks payable to PECATONICA COMMUNITY MIDDLE SCHOOL. **There is a \$25.00 fee for checks returned for any reason. In addition, all further financial transactions will need to be made on a cash only basis for one year.**

## **CHROMEBOOKS & 1:1 INITIATIVE**

See APPENDIX T

## **CLOSED CAMPUS 7:180**

Students who walk to school must stay on school grounds once they set foot on school grounds. Walking students must exit school grounds after dismissal for the day. Bus students must stay on school grounds once they are dropped off at school. Bus students will wait for the buses on school grounds after dismissal for the day. Those students who are dropped off on school grounds in the morning must remain on school grounds until dismissal. Students involved in activities before or after school may leave school grounds between the activity and the start or dismissal of school with approval from the coach or activities director. All requests must be turned into and approved by the principal or his designee.

## **COMMUNICABLE DISEASES**

It is the parents' responsibility to report all diagnosed or suspected cases of communicable diseases, such as chicken pox, three-day measles, mumps, scarlet fever, strep throat, pink eye, impetigo, lice, ringworm, etc., to the school immediately. A doctor's written permission to return to school is required on all but three-day measles, mumps, and chicken pox. If parents have any questions on the isolation period, please contact your doctor.

## **CONFERENCES WITH TEACHERS**

In November, each family has the opportunity to discuss his/her child's progress in an individual conference with the teacher. Parent-teacher conference dates for the 2015-2016 school year will be Thursday, November 5th, and Friday, November 6th. We believe that the educational success of your child is a joint venture between the school and the home, and we want to keep communication lines open. It is important for families and teachers to communicate if there are problems in academic, social, or emotional areas.

If you have questions or concerns during the year, please contact your student's teacher to request a conference. If you desire to contact a teacher, please call the office, or send a note with your child to schedule a time to meet with your child's teacher(s). By setting up an appointment to meet with your child's teacher(s), we can assure that all the necessary information and the staff will be available to address any concerns. An appointment also minimizes instructional interruptions. Thank you for your cooperation.

# CYBERBULLYING 7:190

See Appendix B

## DETENTIONS 7:190

Detentions may be assigned for a variety of reasons (see Appendix B). Certified staff members, and the principal may assign detentions. Support staff (lunch supervisors, classroom aides, etc.) may recommend detentions. Detentions are held during, before or after school at the middle school building as well as Saturday mornings at the high school building. Detentions may be assigned for excessive tardies to class, class disruptions, etc. School staff members supervise detentions. Detentions are to be used productively in academic pursuits, so students are required to bring schoolwork with them.

Students must attend the detention on the date and time they are assigned. Students missing detentions without valid cause will be assigned two detentions. Valid cause does not include forgetting, appointments, extra-curricular activities, transportation arrangements, or not making alternate arrangements ahead of time.

## DRESS CODE 7:160

In school it is readily observed that there is a very close relationship between dress and attitude. Students should take pride in their appearance and take pride in their behavior. A good attitude and behavior are prerequisites for a successful learning experience. In order to promote a successful learning environment, the school has adopted the following Dress Code Standards:

- No low cut shorts and tops
- No see through/transparent garments
- No hats, caps or bandannas of any type
- No chains, including wallet chains
- No sagging pants or shorts
- No pajama pants
- All undergarments must be covered at all times
- Please use discretion in wearing shorts to school on days when the weather cooperates. **Shorts must be longer than fingertip length.**
- Shirts/Sweaters/Sweatshirts/Tops must cover the midsection (the entire area of the body between the chest and the hips). Cutoff shirts, halter-tops, tank top shirts, spaghetti strap shirts/dresses are not allowed.
- Skirts and dresses must be longer than fingertip length.
- Articles of clothing that have been torn, cut or ripped are not allowed. Including jeans/pants that are torn or ripped
- Clothing or accessories with abusive or profane language, language regarding alcoholic beverages, tobacco or drug products, or drug related paraphernalia will not be allowed.
- Lewd/off color clothing including but not limited to:
  - Threat/hate group or gang clothing
  - Clothes that contain a discriminatory message or suggestive comments
  - Clothes that contain a negative message about any aspect of race, religion, ethnicity, or gender
- Coats and jackets may not be worn in school or during class without the permission of the classroom teacher
- Clothing and general appearance are not to be of the type that would cause a disturbance or interfere with the instructional program.

**Middle School building staff will have discretion over what constitutes appropriate clothing at school.** Please note that these dress code standards apply to all students, unless otherwise noted. These standards apply during the regular school day and any school sponsored activity (ex. Athletics).

The consequences for violation of these Dress Code Standards will be:

**First Time Violation:** Call family for change and/or change of appearance. If a family member is not available or cannot be reached, the student will make changes with clothing available at school.

**Second Violation:** Assigned Detention

**Repeat Violations:** Discipline assigned per the School District #321 Discipline Code

## EARLY DISMISSAL DAYS

Students at the Middle School are dismissed at 11:15 a.m. or 1:45 p.m. on early dismissal days. Early dismissal dates will be indicated on the school calendar and website.

## EARLY RELEASE FROM SCHOOL

Students must present a note to the office to be released from class at the designated time. For safety reasons, a parent/guardian, or other designated adult **must come to the Middle School Office to sign the student out and pick them up**. For safety reasons, students will not be allowed to walk to their destinations. If an adult other than the parent/guardian is picking up the student, we must have a signed note from the parent/guardian that names the adult who will be picking the student up. The office staff may ask for proof of identification. The adult will sign out the student at this time in the office. If the student returns the same day, they must check in the school office upon returning.

## EMERGENCY CONTACTS

Emergency Contacts must be on file for your child. The names and numbers should **not** be that of the child's parents. We only use the Emergency Contact if we are unable to contact either parent, at work or at home. It is important to list a responsible person(s) who is/are available during the school day, and can care for your student if we are unable to contact you. If any changes of address, phone numbers, and/or employment occur, please notify, in writing, the Middle School Office immediately.

## ENTRANCE AND EXITS (Normal School Days)

Students enter the school at the specified entrance.

5-6	South doors/ Front doors
7-8	Front doors

Students exit the building from the following doors.

5-6	South/ Front doors--Bus riders at Front exit
7-8	North/ Front doors--Bus riders at Front exit

Bus students should move promptly to their bus. Other students should leave the school grounds immediately and not remain around the building or playgrounds.

On regular school days, students are dismissed at 3:15 p.m. If you intend to pick up your child, please be prompt. Students are asked to leave the school property immediately after dismissal. The only exception to this would be for an after school activity in which your child is participating.

Students and parents are urged to use caution when leaving school to avoid the possibility of accidents. Buses load at the front of the building. Grade 5 and 6 students should be dropped off and picked up at the south end of the building. Grade 7 and 8 students should be dropped off at the North end and picked up at the North end or in the front of the building before buses arrive from the Elementary Building. No cars should enter the bus loading area (Front of building) during the p.m. pick up time.

## EQUIPMENT AND PROPERTY DAMAGE

Any student carelessly destroying or damaging school texts, library books, or other school equipment or property will be assessed an appropriate fee (See Appendix K) to cover the cost of the damaged article. It is advisable to supply your child with a heavy-duty plastic bag or something similar to protect books and materials carried to and from school in bad weather.

## EXAMINATIONS (PHYSICAL AND DENTAL)

The State of Illinois has a law requiring every early childhood, kindergarten and sixth grade student to have a medical examination plus immunization shots if he/she is entering the public school. These requirements must be met before the first day of student attendance. Dental examinations are required for students entering the sixth grade. The exam must be completed during their sixth grade school year. Students who wish to participate in interscholastic sports must have a

physical exam on file by the first day of practice. Sports physicals will remain good for one calendar year.

## **EXTRACURRICULAR ACTIVITIES 7:240, 7:305 & 6:190**

Students in grades 6, 7 and 8 may elect to join interscholastic sports. Girls are eligible to join teams in volleyball, basketball, and track. Boys are eligible to join teams in basketball and track.

Uniforms and transportation are provided for the team members by the school district.

In accordance with Pecatonica C.U.S.D. #321 Board of Education Policy #4.170, every student who participates in athletics must have insurance and a health certificate from a doctor. Students covered under a family insurance plan and providing a parental statement of the fact are exempt from purchasing school insurance. Verification of insurance, current physical and fees must be on file before a student can practice. **No exceptions will be made.** In accordance with Pecatonica C.U.S.D. #321 Board of Education Policy #7:240-AP2, students in grades 7-8 must have a signed "Consent to Participate in Extracurricular Drug and Alcohol Testing Program" form on file. (Please see **APPENDIX Q—RANDOM DRUG TESTING POLICY** for more information.)

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **REGISTRATION FEES**

Registration fees for the 2015 - 2016 school year are as follows:

Early childhood through 4 <sup>th</sup> grade	\$70.00
5 <sup>th</sup> grade through 8 <sup>th</sup> grade	\$90.00
Grades 9-12	\$140.00

The registration fee is for normal use of the books assigned to the student. The student must pay for the replacement of lost or severely damaged books and equipment. Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the Building Principal. See also Pecatonica Board of Education policy 4:130 and 4:140.

Middle School Extra Curricular Fee: \$60.00 per activity

## **FIELD TRIPS 6:240**

All field trips during regular class time must be approved by the school administration. A parent permission form must be on file before the student may leave on the trip. Students must be in good academic standing to attend class field trips.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Receiving a failing grade in any class
- Other reasons as determined by the school.

See also Pecatonica Board of Education policy 6:240.

## **FIRE, DISASTER and SAFETY DRILLS 4:170**

Safety drills will occur at times established by the school board. 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 drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **SPECIAL NOTE**

Fire alarm pulls are not toys; therefore, students should not tamper or play with them. Please see Appendix B for consequences for turning in a false alarm.

## **GRADING POLICY 6:280**

The middle school will use a grading system that is based on two areas: Assessments and Practice. Assessments are those grades that assess mastery of learning standards. Practice includes all other classroom activities and tasks. For 6<sup>th</sup> through 8<sup>th</sup> grades assessments will be weighted at 70% of the overall grade for each subject. Practice activities will comprise 30% of each subject's overall grade. For 5<sup>th</sup> grade students assessments will be weighted at 50% of the overall grade for each subject. Practice activities will comprise 50% of each subjects overall grade. Practice and assessment corrections and/or retake policy will be based upon individual classroom policies established at the beginning of the school year. Grade percentages will NOT be rounded up for honor roll or eligibility.

## **GRADING SCALE**

A+	97-100
A	93-96.99
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-79.99
C	73-76.99
C-	70-72.99
D+	67-69.99
D	63-66.99
D-	60-62.99
F	0-59.99

# GUIDELINES FOR BEHAVIOR

See Appendix F

## GUM & FOOD ITEMS

Students may chew gum as long as it isn't a distraction of the educational process and the individual classroom rules allow it. All food & drink items in classrooms, halls, and lockers are forbidden unless approved by the teacher or administrator

## GYM LOCKS

Gym locks are provided by the school. Lost or damaged locks may require a replacement cost. Replacement cost will be determined by the middle school office when purchasing a replacement lock.

## GYM USAGE

All students are required to wear gym shoes when playing in the gym. No activities will be permitted with students wearing street shoes or in stocking feet. Students are encouraged to have a separate pair of shoes for gym activities and not wear the shoes they normally wear to school.

## HOMEWORK 6:290

Homework will supplement and reinforce the concepts and skills taught in the classroom. Some students may need added practice in the skills that are taught. For other students, homework is a means of enriching school activities started in the classroom. Students who fall behind because of absence or poor work habits may need homework to catch up with their classmates. It is the school's objective to assign homework that promotes academic learning, fosters positive school-home communication, and develops the "homework habit." Teachers in grades 5-8 will communicate homework routines/expectations to students and families. Most homework is designed to be completed by the student independently, but some work will require adult participation and cooperation. Homework assignments will be monitored and the results reflected on report cards.

Teachers will accommodate requests for make-up work. Make-up work may be requested for students who have **been absent at least 2 days** due to illness. If you would like make-up work prepared, please contact the Middle School Office by **9:00 a.m.** to request this work. Requested work can be picked up at the Middle School Office between 2:30 p.m. and 3:30 p.m., unless other arrangements have been made with the student's teacher(s). This gives the teacher adequate time during the day to organize needed materials. Materials may be sent home with another student. **See also: "Make-Up Work"**

## HONOR ROLL

The Principal's Academic List (honor roll) will be determined each quarter for students in grades 5-8. The following criteria will be used. Grade percentages will NOT be rounded up for honor roll

### Superior Honors

Student achieves 97% or above in ALL classes.

### Honors

Student achieves 90% or above in ALL classes.

### A & B Honors

Student achieves 80% or above in ALL classes.

The Principal's Academic list is posted in the Middle School. In addition, this list may be mailed to area media, and updated to the Pecatonica Schools' website ([www.pecschools.com](http://www.pecschools.com)). Honor students are also recognized at student assemblies.

## HOT LUNCH PROGRAM 4:130 & 7:340

Hot lunches are available from the first full day of school until the last full day of school. The cost for hot lunch is \$2.50 per



day. **When sending lunch money with your child, please send it in an envelope with the following information: a) student name, b) amount of money enclosed, and c) grade.** Free and reduced price lunches are available upon review of a completed and approved application with the Cafeteria Manager. Families must meet the income eligibility requirements as established by the federal government. Approval is granted for a school year, or until the family income changes.

Our new student data package allows families to view the student's lunch account balance. With this software, students wait time in the lunch line is minimized, and we have accurate accounting and information for our state reporting. We ask that you deposit money into your student's lunch account in increments of \$5.00. If your student's lunch balance reaches negative \$4.00, he or she will receive an alternative lunch. If your student regularly takes the full school lunch option please check your student's account balance regularly and make deposits as needed. It helps to keep money in your student's account for the days he or she accidentally forgets a cold lunch at home or when a special lunch he or she really likes is served. Students can also use this account to select ala-carte options off the daily menu as well. There is an available Biometric component to the software as well that allows students to use a touch pad to access their information so that they don't need their ID card to scan.

	Prices	
Milk		\$ 0.40
Grades 5-8		\$ 2.80
Adults		\$ 3.00

## INSURANCE

Student insurance application forms are available in each school office.

## LATE ASSIGNMENT POLICY

Homework (practice) is given to assess the student's understanding of the lesson. It is the responsibility of the student to do the assigned work to the best of their ability. We ask the parents to be an active member of their student's education. A parent's responsibility is to keep aware of the progress of their student's education.

All homework is to be completed at the time and at the level of expectations set by the teacher.

Homework that is not ready at the set time may be considered late. Teachers will establish their own late policy and will communicate the policy to the students & parents.

## LIBRARY

Periodically, students go to the library to check out books. Below is the circulation policy.

1. All books that are being returned must be placed in the book drop. Books not returned to the book drop become the responsibility of the student.
2. Overdue books will be handled as follows. A warning list of overdue books will be compiled weekly. No fines will be charged the first week. If the book is overdue for a second week, a five-cent charge per day, per book will be assessed for Middle School students. If the book is overdue for a third week, a student may lose her/his privileges and will continue to incur the five-cent charge per day. Overdue lists will be delivered to all teachers. This list will indicate the title of the book and the due date.

## LOCKERS 7:140

Lockers are the property of the Pecatonica School District. School personnel, accompanied by a school administrator, have the right to search lockers, as they deem necessary. Lockers, and the surrounding area, should be kept clean and neat at all times. If a student wishes to place a lock on their locker, the extra key or combination must be on file in the Middle School Office for emergency situations. The Middle School does not assume responsibility for any lost or stolen items.

## LUNCHROOM RULES

In the lunchroom, Pecatonica Community Middle School students will:

1. Respect others
2. Talk quietly
3. Use appropriate table manners
4. Follow instructions
5. Stay seated
6. Keep hands and feet to self
7. NO saving seats for friends

Pecatonica Community Middle School students who do not follow the lunchroom rules may be assigned the following consequences:

1. Verbal reminders
2. Lunchroom clean up
3. Eating lunch in another area
4. Referral to principal or assistant principal

Lunchroom supervisors, as well as a video camera will monitor the lunchroom.

## MAKE-UP WORK

Students absent from school are entitled to make-up work with full credit. One day will be allowed for each day the student is absent, unless special circumstances exist.

Students who miss school because of a pre-arranged absence have **two options** for make-up work:

Option 1-The student may request their work before they leave and have it completed for credit when they return.

Option 2-The student may pick-up their work when they return and have an equal number of school days they were absent to complete the work for full credit.

In both options, work not completed on time will refer to the Late Assignment Policy.

## MATERIALS

Students are expected to have the designated supplies at school. Teachers have identified these items as necessary for successful completion of classroom activities. Many of these items can be used from year to year. Teachers may assign consequences to students who come to class without the necessary materials.

## MEDICATION 7:270

Medications (prescription and "over the counter") cannot be given to students at school without a doctor's written order.

**THIS IS A STATE LAW THE SCHOOL MUST FOLLOW.** If it is necessary for your student to take medication at school, a Pecatonica School District form (available in the nurse's office) must be completed and signed by the prescribing doctor.

This completed and signed form must be sent to school with the medication in the **ORIGINAL AND PROPERLY LABELED CONTAINER. All medication must be brought to the Nurse's Office and dispensed from the nurse's office or the main office.** Do not send medications to school with students. No medication, prescription or "over the counter," will be dispensed without a doctor's written order.

See **Appendix N MEDICATION AT SCHOOL PROCEDURES**

## NON- RESIDENT PUPILS

Non-resident students must pay tuition. Information about tuition may be obtained from the District office.

Also see **Appendix O Establishing Residency in the Pecatonica School District.**

## PARENT TEACHER ORGANIZATION (PTO)

The PTO is an active and integral part of our school. All families are urged to become active members. Your support for PTO activities is necessary to provide many extras for the students of the Pecatonica Community Middle School. PTO

meetings dates and times are announced on the website.

## **PETS**

Due to allergies and the potential for injury, pets are not allowed at school. This includes walking a family pet on school grounds when students are present.

## **PHYSICAL EDUCATION CLASS POLICY**

P.E. uniforms are available for purchase through the school during the first full week of school in P.E. class. We require the purchase of our P.E. uniform. The same uniform may be used from year to year. **All middle school students are expected to dress for Physical Education classes everyday.**

### **POSSIBLE NO DRESS SITUATIONS**

1. Note from a doctor.
2. Note from a parent. Parents' notes are good for one day. A doctors' note is required for more than one day.
3. Note from school nurse.
4. In-school suspension. Student must write a one-page report for each day out of class to get credit for the day. The subject of report is to be decided between teacher and student.

**IF A STUDENT DOES NOT DRESS FOR PHYSICAL EDUCATION, THEY ARE NOT ELIGIBLE TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY THAT DAY.**

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

Public display of affection is not allowed on school grounds. Violators will be disciplined according to the discipline code.

## **REPORT CARDS/PROGRESS REPORTS**

Students will receive their report cards/progress reports through School Insight with an email announcement to parents. If a paper copy is needed, please notify the school office.

## **RETENTION POLICY 6:280**

The Illinois School Code prohibits social promotion of students and prevents promotion based upon age or any other social reason not related to the academic performance of the student.

Parents will be notified after each quarter that a student may be in danger of failing and are encouraged to meet with the student's teacher(s). If progress is not made, parents will be notified by letter that a student is still in danger of failing after the third grading period and a parent-teacher(s) contact will be recommended during the fourth grading period.

The decision as to pupil placement shall be made by the school principal after careful consideration of the following:

1. Teacher recommendation
2. Attendance
3. Grades
  - a. 5<sup>th</sup> – 8<sup>th</sup> Grade—must pass 4 of 5 academic subjects (English, Reading (ELA), Math, Science, and Social Studies) to be promoted to the next grade.
  - b. A student who fails either math or reading (ELA) will be required to attend summer school or will be retained at the current grade level.
4. State and local achievement test scores
5. Progress monitoring assessments

The average of each of the four quarters grade is used to determine the final grade. A student must have a 60% to pass. Students will also be considered for retention if they fail the same core subject for two consecutive years. Students will also be considered for retention if they miss more than 10 days of school during the year. Obviously extended illness or

extenuating circumstances will be considered.

Please see **SUMMER SCHOOL INTERVENTION PROGRAM**

## **SCHOOL HOURS**

Grades 5-8

8:00 a.m. – 3:15 p.m.

The middle school building is open and supervised at 7:40am. Students who are dropped off prior to 7:40am will have to wait in a designated area until proper supervision is available. Students who need to see a teacher can check into the office before heading to the teachers classroom.

## **SCHOOL PICTURES**

Individual student pictures are taken in the fall and spring.

## **SCHOOL RULES**

See Appendix F

## **SECURITY/SAFE SCHOOLS 8:30**

To assure a safe learning environment for students and staff, the north and south entrances will be locked from the outside after students have entered at 8:00 a.m. After 8:00 a.m., entrance to the school can only be made through the front entrance. In addition, all three entrances (north, south, and west) to the Pecatonica Community Middle School will be monitored by video surveillance cameras.

The District #321 administration has developed safety and security procedures. The staff and students on a regular basis will practice these procedures.

Also see **VISITORS**.

## **SICK AT SCHOOL**

If your child becomes ill while at school, you will be contacted to pick him/her up. If Middle School staff is unable to contact the child's primary caregiver at their home or work telephone numbers, the staff member will call the Emergency Contact numbers. If both parents work, it is important that arrangements be made with a neighbor or friend to assume temporary care of your child.

## **SOCIAL MEDIA**

If you have an account on a social networking website, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law (99-460) requires school authorities to notify you that you may be required to provide content from these sites in order for school officials to make a factual determination if the activities violate such rules or policies established by the school. Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

## **SOLICITING**

No subscriptions, tickets, food items, or other items other than those associated with school-sponsored activities are to be

sold on school property by students or outside organizations during regular school hours. All school-sponsored sales must be approved and scheduled by administration.

## **SPECIAL NEEDS**

The Pecatonica C.U.S.D. #321 Board of Education acknowledges the right of all children to a free and appropriate public education as provided by the School Code of Illinois. Inquiries, regarding the identification, assessment, and placement of children with special needs should be directed to the Middle School Office at 815-239-2612.

## **SUMMER SCHOOL INTERVENTION PROGRAM 6:280**

Students in grades 5-8 who fail reading or math will be required to attend the remedial instruction program provided by District #321. Failure to complete the class satisfactorily will result in retention. Also, see **RETENTION**.

## **TRANSPORTATION 4:110/4:170/7:220**

Students must live 1 1/2 miles from their attendance center to qualify for bus transportation by state law. Special consideration to students living closer than the 1 1/2 mile limit but having to walk in a state approved hazardous area will be taken on an individual case basis. Eligible riders will be picked up (a.m.) and dropped off (p.m.) at ONE location ONLY (the same location). Requests for multiple pick up or drop off points **will not** be honored. (Board of Education Approved 5/21/2001)

Questions about transportation may be directed to the Office of the Superintendent of Pecatonica Schools. Telephone: 815-239-1639.

## **VIDEO SURVEILLANCE**

Areas of Pecatonica School District are equipped with video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **VISITORS 8:30**

Parents and other visitors are always welcome at Pecatonica Middle School. All visitors, **including parents and former students**, must enter the building through the **front entrance** and stop at the Middle School Office before going to other sections of the campus. Parents who arrive unannounced and wishing to see a teacher after school must also adhere to the visitor's policy. Please remember this procedure is for our children's protection. We appreciate your cooperation.

## **WEAPONS/DRUGS 7:190**

The Pecatonica Schools take its responsibility seriously to educate its students in a safe and drug-free school environment. In this positive environment, students are free from fear of harm or intimidation. Therefore, weapons and drugs will not be tolerated. Students who violate Board of Education rules related to weapons and drugs will receive the appropriate consequences as outlined in Appendix B. Violators may also be reported to the police.

## **WEATHER CONDITIONS**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting, or early dismissal will be announced over:

WROK 1440 AM	WFRL 1570 AM	WIFR	WREX
WZOK 97.5 FM	WXXQ 99 FM	WTVO	

An informational announcement using School Messenger will be sent to parents/students indicating school closing, delays or early dismissals. School closings will be announced before 7:00 am. When the weather appears threatening, you are urged

to tune in to one of the radio or television stations listed above. PLEASE DO NOT CALL THE SCHOOLS OR THE RADIO STATIONS.

Efforts will generally be made to avoid early dismissals unless unusually heavy and/or blowing snow dictates otherwise. Decisions regarding early dismissal will be phoned into the stations by 1:00 pm and pupils will not likely be released sooner than one hour following the public announcement. We WILL NOT attempt to contact each parent when school is dismissed early because of bad weather, but will utilize School Messenger to inform parents.

## **WEBSITE**

To log on to the Pecatonica Schools' website, point your Internet browser to **[www.pecschools.com](http://www.pecschools.com)**. At this website, you will find the parent portal of the school management software, updated school information, school calendars, learning activities, and links to other sites that may assist you and your family throughout the year.

## APPENDIX A

### BUS RULES 4:110/4:170/7:220

**Eligible riders will be picked up (a.m.) and dropped off (p.m.) at ONE location ONLY (the same location). Requests for multiple pick up or drop off points will not be honored (Board of Education Approved 5/21/2001)**

To ride a school bus is a privilege and a convenience for the student and his/her family. There are, however, certain standards of behavior that are necessary for the physical safety and good moral environment that is desired for students attending Pecatonica Schools.

Students who are found to be guilty of misconduct or disruptive influence are subject to school regulations that include possible suspension from the privilege of riding a bus.

Discipline problems will be handled in the following manner;

- 1st offense: Warning by the bus driver and notification to the principal
- 2nd offense: Referral to the principal and notification to the parent/guardian.
- 3rd offense: Student will be suspended from riding the bus from 1-5 days.  
Mandatory parent/guardian conference prior to the student returning to the bus.

If the student continues to have problems on the bus, (s)he may be removed from riding the bus for extended periods of time or the remainder of the school year.

There are circumstances, when considered in the context of the violation that could result in the student being removed from the bus for an extended period of time or the remainder of the school year regardless of what offense it may be.

The responsibility of transporting students suspended from riding the bus is that of the parent/guardian.

### INSTRUCTIONS TO SCHOOL BUS RIDERS:

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has come to a complete stop.
4. Do not leave your seat while the bus is moving.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the bus driver gives instructions.
7. Keep hands and heads inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad-crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Carry no animals on the bus.
12. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
13. Keep books, packages, coats and all other objects out of the aisles.
14. Leave no books, lunches or other objects on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of small children.
17. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.

18. Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. Special bus arrangements, stops, etc., must be arranged in advance with the principal or superintendent. Requests must be in writing by all parties involved.
21. All school rules apply while riding the bus.

## NOTICE TO PARENTS/GUARDIANS

Parent(s) or legal guardian(s) who must provide transportation to and from school, because free transportation is not available for their children, may be eligible to receive money from the state to help offset some of the cost; for example, bus fares, or mileage reimbursement for private automobiles at 44.5 cents per mile.

If you can answer yes to the following questions, you may be eligible to receive reimbursement for providing such transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the pupil a full-time student in grades kindergarten through 12?
- 3) Does the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- 4) Does the pupil attend a school within Illinois that meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois and wish to file claim, you must go to the school where each of your children is enrolled by June 30 to complete a claim application. Claim forms should be available from February through June 30.

In addition, parent(s)/guardian(s) who have pupils living less than 1 1/2 miles from school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live by February 1. The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the Application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed Application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form. Parents who receive verification of a safety hazard during and after the 1987-88 school year, whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state during December for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

**Eligible riders will be picked up (a.m.) and dropped off (p.m.) at ONE location ONLY (the same location). Requests for multiple pick up or drop off points will not be honored (Board of Education Approved 5/21/2001)**



**PECATONICA COMMUNITY UNIT SCHOOL DISTRICT #321  
DISCIPLINE CODE 4:170 & 7:70-7:260**

**APPENDIX B  
DISCIPLINE CODE**

The following is the Disciplinary Intervention Matrix, which contains a list of potential inappropriate or disruptive behaviors and the appropriate interventions or consequences. Not all interventions are used at all school buildings. Principal discretion is utilized to establish criteria.

**Disciplinary Interventions - Minor Infractions**

**First  
Infraction**

Conference with principal and all parties concerned  
Possible parent contact/conference  
Teaching of expectations and skills  
Teacher/Student conference  
Written apology  
Verbal warning  
Confiscation of item with parent conference required for return  
Loss of privileges  
Seat change  
Alternate recess  
Stop and think lunch table  
Detention (Saturday, Teacher, Lunch, AM, PM)  
Possible 1-3 day suspension (ISS/OSS)  
Possible court action for truancy violations  
Restitution when applicable  
Temporary removal from the classroom

**Repeated  
Infractions**

Any lower level intervention  
PBIS Behavior Intervention Plan  
Confiscation of item until end of year  
Referral to support staff  
Out of School Suspension 1-3 days  
Detention (Saturday, Teacher, Lunch, AM, PM)

**MINOR INFRACTIONS**

Minor infractions are discipline incidents that are managed by staff and do not warrant an office referral. These include any behavior that is passive in nature and/or of a non-threatening manner. Infractions in this category will be addressed with corrective strategies that will not involve removal from instruction. Three (3) instances of the same minor infraction constitute a major infraction, which results in an office referral.

Behavioral Expectations	Expected Behavior	MINOR INFRACTIONS
Be Respectful	Use computers responsibly.	<b><u>Computer Violations</u></b> - Deliberate destruction, unauthorized entry (hacking) or harm to District computer software, stored data, hard-ware, or violation of District's Authorized Use Policy (AUP).
Be Respectful	Follow teacher's directions.	<b><u>Disobedience</u></b> - Disobedience or refusal to follow directions; disregard or transgression.
Be Respectful	Promptly and politely follow adult requests.	<b><u>Disrespect</u></b> - Speech or behavior which shows that you do not think someone or something is valuable, important, etc.; lack of respect
Be Respectful	Listen and follow all rules.	<b><u>Disruption to the learning environment</u></b> - Any disruption to the learning environment.
Be Responsible	Dress appropriately.	<b><u>Dress Code Violation</u></b> - Refusal or failure to comply with school dress code.
Be Responsible	Keep cell phones and other electronic items stowed away during school.	<b><u>Electronic Devices</u></b> - Electronic signaling devices - Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any times. The possession of cell phones and other electronic devices, other than paging devices and two way radios, are subject to the following rules: 1. they must be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker. 2. They must be turned OFF during the regular school day unless needed during an emergency. 3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules. Electronic study aids may be used during the school day if: 1. Use of the device is provided in the student's IEP or 2. Permission is received from the student's teacher.
Be Safe	Play safely.	<b><u>Horseplay</u></b> - Behavior that is rough or boisterous. Includes play hitting, running, acting out a play fight, and/or practical jokes that result or may result in harm.
Be Responsible	Ask permission before leaving assigned area.	<b><u>Leaving without permission</u></b> - Leaving the assigned area, without obtaining prior approval of the teachers and/or administrators.

Be Respectful	Use appropriate language.	<b><u>Profanity/Inappropriate communications</u></b> - Offensive language either written or spoken that is not directed at someone.
Be Responsible	Attend all classes on time.	<b><u>Tardy</u></b> - Failure to be in assigned classroom/area when the bell rings.

## Disciplinary Interventions - Major Infractions

### First Infraction

Any minor level corrective strategy  
 Conference with principal and all parties concerned.  
 Saturday School 1-4 Hours  
 In-School Suspension (ISS) 1-3 Days  
 Out of School Suspension 1-5 Days  
 Restitution when applicable

### Repeated Infractions

Conference with principal and all parties concerned.  
**Mandatory parent conference**  
 In-School Suspension (ISS) 1-3 Days  
 Out of School Suspension 5- 10 Days  
 Possible recommendation for expulsion  
 Possible referral to proper police authority  
 Restitution when applicable

### Egregious Infractions

Mandatory recommendation for expulsion and hearing before the Board of Education

## MAJOR INFRACTIONS

Major infractions are discipline incidents that significantly interfere with other's safety and/or learning, are of a threatening or harmful nature, and/or are legal violations and warrant administrative interventions. Committing a major infraction does NOT necessarily result in a school removal. School administrators shall attempt to utilize multiple corrective strategies and/or other corrective actions on a case-by-case basis depending on individual student needs.

### Behavioral Expectations

### Expected Behavior

### MAJOR INFRACTIONS

Be Safe

Always remain drug free.

**Alcohol** - Possession, having under one's control or using any alcoholic beverage. Possession or control means on one's person or in a locker, car, desk, or hidden in any accessible location on or abutting school property.

Be Safe	Obey all school rules.	<b><u>Altering/Destruction of school records</u></b> - School records are defined as temporary and permanent school records, records and reports created and/or maintained by teachers or administrators, disciplinary documents, hall passes, and other similar documents.
Be Safe	Refrain from using matches or lighters.	<b><u>Arson/Attempted arson</u></b> - By means of fire, cause harm to property of any person or participate in or enable the burning of property of any person.
Be Respectful	Solve problems peacefully. Keep hands and feet to yourself.	<b><u>Battery</u></b> - Use of force causing bodily harm to another person.
Be Responsible	Follow school rules. Only report true emergencies.	<b><u>Bomb threats</u></b> - Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.
Be Respectful	Consider other people's feelings and respect personal space.	<b><u>Bullying</u></b> - Hazing or any kind of aggressive behavior designed to cause psychological harm to another or any urging of others to engage in such conduct, including the use of violence, force, noise, coercion, fear or other comparable conduct.
Be Safe	Obey all school rules.	<b><u>Burglary</u></b> - Unauthorized entry into a building, a vehicle, or a restricted area that involves a theft on school property.
Be Responsible	Always tell the truth.	<b><u>Cheating/Plagiarism</u></b> - To violate the rules of honesty in school related actions, requirements and expectations. Cheating includes, but is not limited to, using someone else's answers.
Be Respectful	Consider other people's feelings and respect personal space. Use computers responsibly.	<b><u>Cyber Bullying</u></b> - The use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to sending false, cruel, vicious messages or materials to others; creating websites that have stories, cartoons, pictures, and jokes ridiculing others; engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.

Be Respectful	Take care of school property.	<b><u>Damage to property</u></b> - Causing damage to or defacing school property or property of others on school grounds.
Be Respectful	Follow teacher's directions.	<b><u>Disobedience</u></b> - Disobedience or refusal to follow directions; disregard or transgression.
Be Respectful	Promptly and politely follow adult requests.	<b><u>Disrespect</u></b> - Speech or behavior which shows that you do not think someone or something is valuable, important, etc.; lack of respect
Be Respectful	Listen and follow all rules.	<b><u>Disruption to the learning environment</u></b> - Any disruption to the learning environment.
Be Safe	Always remain drug free.	<b><u>Drugs</u></b> Possessing, having under one's control or using any controlled substance, illegal drug, alcoholic beverage, look-alike drug (any substance represented to be a drug or alcohol), or prescription drug without a valid prescription, or drug paraphernalia; possession or control means on one's person or in a locker, car, desk, or hidden in any accessible location on or abutting school property. This will include possession of medical cannabis, even by a student for whom medical cannabis has been prescribed.
Be Respectful	Treat others with respect.	<b><u>Extortion</u></b> - Forcing another to act against his/her will by force or threat of force.
Be Responsible	Complete all assigned consequences.	<b><u>Failure to attend or complete an assigned discipline program</u></b>
Be Safe	Follow school rules. Only report real emergencies.	<b><u>False Alarms/Automatic External defibrillators</u></b> - Intentional sounding of a false fire alarm; making false emergency call; or improperly possessing, tampering with or destroying fire equipment, Automatic External Defibrillators (AED) or emergency signs located on school grounds.
Be Safe	Solve problems peacefully.	<b><u>Fighting</u></b> - The exchange of physical contact, constituting mutual combat, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.
Be Responsible	Ask permission before using other's names.	<b><u>Forgery</u></b> - The unauthorized signing of the name of another person, or altering times, dates, grades, passes or permits.
Be Responsible	Refrain from exchanging money for games	<b><u>Gambling</u></b> - Playing any game of skill or chance for money or anything of value.
Be Respectful	Group attacks against peers are forbidden.	<b><u>Group Violence</u></b> - More than one student on a side engaging in physical contact to inflict harm or inciting others to do so. Additional persons entering into an initial fight not to restrain or separate but to actively participate in the physical aggression.

Be Respectful	Consider other people's feelings and respect personal space.	<b><u>Harassment/Hazing/Discriminatory Conduct</u></b> - To repeatedly annoy, impede or otherwise negatively interfere with another student, including the wearing or possession of items depicting or implying hatred of or prejudice towards another individual on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, pregnancy status, genetic information or any other characteristic protected by law. Examples of harassing or discriminating conduct include epithets, slurs, negative stereotyping or insulting or degrading words or actions. Other examples of harassing or discriminating conduct includes the use if written or graphic materials, such as posters, cartoons or jokes, which denigrate or show hostility toward a particular individual or group.
Be Responsible	Remain on school grounds in designated area.	<b><u>Leaving without permission</u></b> - Leaving the building, sight of classroom instructor, or assigned area without obtaining prior approval of the teacher(s) and/or administrator
Be Respectful	Keep hands and feet to yourself.	<b><u>Physical contact</u></b> - To strike or hit another, but not mutual combat. Student engages in actions that involve contact where injury may occur (slapping, hitting, punching, kicking, hair pulling, scratching, biting, and spitting).
Be Respectful	Respect the property of others.	<b><u>Possession of stolen property</u></b> - Having in one's possession or under one's control, on school grounds, property that has been stolen, including possession of property without permission of the owner.
Be Respectful	Use appropriate language.	<b><u>Profanity/Inappropriate communications</u></b> - Offensive language either written or spoken that is not directed at someone.
Be Safe	Practice abstinence.	<b><u>Public Display of Affection</u></b> - Any sexually explicit act on school premises or at a school-related event. Such sexual activities include touching in a sexual manner or engaging in any other consensual sexual activity.
Be Safe	Play and work safe at all times.	<b><u>Reckless Behavior</u></b> - Behavior that results, or could potentially result, in physical endangerment of self, others, and/or school property.

Be Respectful	Respect yourself and others personal space.	<p><b><u>Sexual Harassment/Misconduct</u></b> - Sexual harassment/misconduct is any severe and persistent contact which is accompanied by unwelcome physical contact of a sexual nature (e.g., intentional brushing against another's body, kissing, or patting, pinching, or touching someone in a sexual manner, etc.) the victims of sexual harassment/misconduct may be of the same or of the opposite sex. Sexual harassment/misconduct consists of physical acts of sexual or sex-based natures which may be accompanied by persistent unwelcome sexual advances, requests for sexual favors or other inappropriate communications (e.g., making sexually oriented or sexually degrading comments, or sexually suggestive jokes or gestures; displaying sexually oriented pictures, posters, drawings, or other materials which may be construed by others to be offensive; or engaging in persistent or repeated unwelcome flirting or pressure for dates or generally intimidating conduct).</p>
Be Responsible	Attend school daily.	<p><b><u>Skipping class</u></b> - Failure to attend, without valid cause, any or all assigned classes.</p>
Be Safe	Remain calm.	<p><b><u>Temper tantrums/Out of control behavior</u></b> - A fit of anger that disrupts or endangers others.</p>
Be Responsible	Ask before borrowing other people's property.	<p><b><u>Theft</u></b> - Taking property owned by the school district without permission. Taking property located on school grounds owned by another individual without permission.</p>
Be Respectful	Use kind words at all times.	<p><b><u>Threats/Intimidation</u></b> - Threatening physical or mental abuse or deprivation so as to compel another to engage in conduct from which she or he has a right to abstain or to refrain from conduct in which she or he has a right to engage. Prohibited threats/intimidation also includes statements or conduct which places another in reasonable apprehension of being physically harmed.</p>
Be Responsible	Remain in your assigned areas only.	<p><b><u>Trespassing</u></b> - Entering a school facility, restricted area, or onto school property/school vehicle without proper authority, includes any school entry during a period of suspension or expulsion.</p>
Be Responsible	Stay drug free.	<p><b><u>Use/Possession of tobacco</u></b> - Use, possession, distribution, or selling of tobacco in any form at school, at school sponsored activities or on a school bus.</p>
Be Responsible	Respect school property.	<p><b><u>Vandalism</u></b> - Intentionally or recklessly causing damage to or defacing school property or property of others, or such action causing disruption to the educational process and/or school activities. In ALL CASES the student/parent shall be required to make restitution as determined by the administration.</p>



Be Respectful	Always use appropriate language.	<b><u>Verbal abuse</u></b> - Offensive language, behavior, or gesture directed towards any school district employee, volunteer or student.
Be Safe	Weapons are forbidden.	<b><u>Weapon - Use or unauthorized possession of a firearm, destructive device, knives, or illegal object</u></b> - Use and/or possession of a firearm, destructive device, knives, or illegal object is prohibited in and on school district premises, school vehicles, any premise where a school function is being conducted, and at any activity or event which bears a reasonable relationship to school. Policy prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) those who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.
Be Safe	Refrain from bringing toy guns, knives and/or sharp objects to school.	<b><u>Weapon - Possession of a look-a-like weapon</u></b> - The possession of a look-a-like weapon which is not used or attempted to be used by the student to cause bodily harm.

If a student is sent home before the end of the school day, the parent or guardian will be notified, if possible, before a student leaves school. Parents will be mailed a notice of the suspension and notice of hearing (certified mail) and a copy will be sent to the superintendent of schools.

**Due Process**

Before a suspension is imposed, a student will be given an oral notice of the charges, an explanation of the evidence, and an opportunity for the student to present his/her side of the story. These requirements will be met during the student conference with the principal or assistant principal. An exception to this might be when a student's actions create an emergency situation which is harmful to the student or other students and he/she must be removed from school immediately. At such times, the due process meeting will be conducted as soon as possible after the incident causing the emergency.

**Re-Engagement of Returning Students:**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

**Suspensions**

An out-of-school suspension means the student will not be allowed to attend school during the suspension period. During the time of the suspension the student is encouraged to do their homework to keep up with the class; they will receive full credit for work assigned or done during the suspension period. Immediately upon returning to school following a suspension, homework must be submitted. During the suspension period the student will not be allowed to attend or participate in any extra school activities, however, they will be expected to attend any obligation they have for Saturday Morning School Detention.

If a student is suspended out of school, and the suspension starts prior to a holiday break and ends after the break is over, the student will not be allowed to attend any school sponsored event or use school facilities during that specific break period. For example, students suspended just prior to winter break would not be allowed to attend the winter basketball tournaments nor use the weight room until the suspension has been completed.

**Saturday Morning Detention**

Saturday Morning detention means the student must attend a 1 hour to 4 hour detention on Saturday morning, starting at 8:00 AM. Failure to attend a Saturday Morning School Detention will result in an out of school suspension, with the student still being required to attend a Saturday Morning Detention.

### **Expulsion**

There are circumstances under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or the students past behavior record, can lead to a recommendation for expulsion from school under article 10-22.6 of the school code.

## **PECATONICA COMMUNITY UNIT SCHOOL DISTRICT #321 Board of Education Policy 7:190 Regarding Student Discipline and Prohibited Student Conduct**

December 2006

7:190

### **Student Discipline**

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
  - e. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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 had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Engaging in any activity, on or off campus, inclusive of electronic media that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truant.
13. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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; or (d) at any location on school property or at a school-sponsored event.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

#### Disciplinary Measures

#### **Disciplinary measures may include:**

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Removal from classroom.

10. In-school suspension for a period not to exceed 5 consecutive school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program. Corporal punishment shall 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.

#### Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, may be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, ammunition, explosive devices; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

#### Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

## Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## APPENDIX C

### Student's School Records 7:340

The District maintains two types of school records for each student; *permanent* record and *temporary* record. These records may be integrated. The *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Scores received on the Prairie State Achievement Examination
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

The *temporary record* may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct
  - Involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, and 10/5a, and 750 ILCS 60/214(b)(15)).

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorize disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative 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, medical consultant, or therapist); or any parent(s)/guardian(s) 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 school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian(s) child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study

Period of attendance in school

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parent(s)/guardian(s) before publishing a photograph or videotape of the student in which the student is identified.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## APPENDIX D

### EXTRA CURRICULAR CODE OF CONDUCT 6:190 & 7:240

#### **Purpose:**

Participation in the Pecatonica Community Unit School District No. 321 Extra Curricular activities is a privilege and not a right. The Code of Conduct, which follows, has been developed in an attempt to foster an understanding between parents, students, staff and administration as to the minimum standards to be followed for participation in extra curricular activities.

The basic purpose of any rule or regulation is concern for the health and safety of the participant. Participating students in good condition physically and mentally have their body disciplined to react to the requirements of a specific competition. Accordingly, the District conducts a drug and alcohol testing program to ensure the health, safety and well-being of the participants. Parents/guardians and the participating student will be required to sign a consent to Participate in Extra Curricular Drug and Alcohol Testing Program form, by the date set forth by the building principal/athletic director, before the student will be allowed to participate in any facet of the program (practice/contests). A student who chooses to participate in an extracurricular activity after September 15, must be tested prior to the participation in the activity. A negative test result must be provided to the building principal or his designee prior to being allowed to participate, at the student's expense.

Additionally, the participant must be conditioned and disciplined to react to the coaches/advisors instructions. Participant conduct and appearance, at all times, should be a credit to you, your team/organization, your school, and your community. Choosing to participate in extra curricular activities places additional responsibilities on you. Be prepared to sacrifice some personal "comforts" in order to best support your team/organization and school.

#### **Term:**

This Extra Curricular Code remains in effect from August 1st through July 31st of each year.

#### **Definition:**

The activities covered by this Extra Curricular Code include:

1. All IHSA sponsored events at PHS and all Route 72 Conference activities at PCMS.
2. All extra curricular activities that are not subject to grading, including, but not limited to:

**At PHS:** Art and Adventure Club, Pep Band, Cheerleading, FFA, Foreign Language Club, Key Club, Math Club, National Honor Society, Natural Helpers, Science Club, Spiritmakers (Pompons), Student Council, WYSE, Yearbook.

**At PCMS:** Yearbook

#### **Eligibility Requirements:**

Participants choosing to be involved in extra curricular activities are subject to the Illinois High School Association's scholastic standing requirements by maintaining passing grades in at least 20 credit hours of high school work per week. Participants must also meet the Pecatonica School District's eligibility requirements by maintaining passing grades in all coursework in which the student is currently enrolled, as found in the Board approved student handbooks.

1. Be enrolled as a full-time student.
2. Students must be passing all classes weekly and semester.
3. HIGH SCHOOL - Have passed all courses during the immediately preceding semester in which the student was enrolled.
4. MIDDLE SCHOOL - Have passed all courses during the immediately preceding quarter in which the student was enrolled.



5. If a student has an unexcused absence on Friday, they will not be allowed to play/participate on Saturday.
6. Have a current physical exam card on file before practicing or participating. "Current" in this item refers to a physical exam not more than one calendar year old that will carry the participant through the season without the need for a new, updated physical exam. (i.e. if a physical expires before the completion of the IHSA season of participation, the participant must have a new, up to date physical on file with the activities director prior to the season starting) Cards may be obtained from the main office. **(athletics only)**.
6. Have a signed extra curricular code on file with the activities director or applicable advisor/sponsor.
7. Have paid the required participation fee. if applicable.
8. Have turned in all equipment and or uniforms from previous activities.
9. Have adequate insurance coverage **(athletics only)**.
10. Be in attendance a FULL day on the day of participation. This includes participation in practices as well as contests. Absences due to medical or other excused activities will be allowed only on a pre-arranged basis. A single exception to this section may be granted during each respective season at the discretion of the administration if warranted by special circumstances.  
**Note:** If a student attends a morning practice and leaves school and doesn't return to school for a full day of attendance, he/she will be considered to be in violation of this Rule #9. If you not in attendance the last day of the week you are not eligible for weekend activities.
11. **Have written parental consent to conduct random drug and alcohol testing on file. Failure to sign a consent form pursuant to the District's extra curricular drug and alcohol testing program will result in the participant being ineligible to participate in any extra curricular activities**

### **Student Athlete Concussions and Head Injuries:**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **Academic Eligibility:**

A weekly eligibility report will be given to all coaches/advisors by Friday of each week. This report will reflect a cumulative eligibility report and should indicate the grade the student would receive if he transferred to another school on the date of the report. The ineligible period runs for one week beginning the first Monday after the report is posted.

Coaches/Advisors are responsible for informing athletes/participants and their parents of eligibility status and or academic difficulty.

- The **first week** of ineligibility the participant must attend practices and contest but may not participate in any contest/performance/function or dress in uniform.
- After week one, the participant may not practice with the team/group or take part in any team/group activities if they are failing any classes, but may earn his/her way back into full participation by raising all of their grades above passing.

See also Pecatonica Board of Education Policy 6:190.

### **Coaches/Advisors**

Coaches/advisors will outline in writing and explain any additional participation rules and consequences specific to their activity including instruction regarding the prevention of abuse of steroid by student in grades 7-12.

**Appearance:**

Participants will be expected to dress appropriately at all times during the term of involvement in a given program. Coaches/Advisors may establish particular dress requirements for their program with respect to contest/performance attire. Always strive to be above reproach in appearance. This includes hair that is to be neat, clean and well groomed.

**Travel:**

Students are expected to travel to and from contests/performances with the group on school provided transportation. Exceptions to this practice will only be granted if a parent provides a written note to the coach, Activities Director, or Principal 24 hours prior to the contest. These requests will be granted in cases of emergency or other circumstances (i.e. academic study time) deemed appropriate by the coach or the administration. Students will only be allowed to ride home with adult not his or her parent only if written consent has been received by both sets of parents.

**Behavior:**

Participants should set high standards of behavior to be followed. A participant is expected to use good judgment, be responsible, truthful, and show respect for persons and property. The following is a list of unacceptable behaviors, which include, but are not limited to:

- Disrespect through language or actions occurring during or outside of school time, at any school sponsored event, home or away, as well as on or off school grounds directed toward fellow students, school personnel or property, community members, or establishments.
- Un-sportsman like behavior
- Violating team rules
- Insubordination
- Use, possession, or distribution of any beverage that contains alcohol
- Use, possession, or distribution of any form of tobacco.
- Use, possession, or distribution of illegal substances or associated paraphernalia.
- Use, possession, or distribution of any form of steroid or performance enhancing drugs.
- Being in attendance at a gathering where minors are consuming drugs or alcohol.
- Being a passenger or driver in a vehicle in which alcohol or drugs are present.
- Tampering or cheating, in any way, on the urinalysis test during the random drug testing program.

Actions that violate the Pecatonica school district discipline code (Middle School Student Handbook Appendix B or High School Student Handbook Appendix B) will result in consequences consistent with "Discipline Procedures A-F" outlined in the respective student handbooks and will subject the participant to discipline under this Extra Curricular Code of Conduct.

-Minor offenses: (Student Handbook Procedure A) will be determined via a conference with the student, coach/advisor and building administrator. Consequences impacting extra curricular involvement will be reduced to writing and forwarded to the participant's parents.

-Acts of gross disobedience/misconduct (Student Handbook Procedures B-F) or repeat minor offenses will be handled by administration. Any conduct unbecoming of a Pecatonica High School extracurricular participant will subject the participant to discipline under the Code and the district's student disciplinary policy.

The following procedures will be used for each behavioral incident that violates this Code, which is referred to the Activities Director and/or Building Principal:

1. Upon receiving information regarding a violation of the Extra-curricular Code of Conduct, the Activities Director or Building Principal shall advise the participant of the alleged violation.
2. The participant shall have the opportunity to respond to the charge.
3. The Activities Director and or Building Principal shall notify the participants parents of the charges, and be advised of the participants response to the charges.
4. The Activities Director or Building Principal will notify the participant and participant's parents of the consequence for the violation of the Extra-Curricular Code of Conduct.
5. The participant may appeal the decision of the Activities Director and/or Building Principal to the Superintendent in writing within ten (10) calendar days from the date of the decision. The Superintendent's decision shall be final.

Extra curricular suspensions run concurrently with “out-of-school” suspensions imposed by school administrators as per the student discipline code.

There are situations under which any of the violations indicated, when considered in the context of the circumstances and/or the students past behavior record, may result in a recommendation for the maximum penalty (180 day suspension).

This Code of Conduct is in effect 24 hours a day and 365 days per year. If a violation occurs “out-of-season” or during the summer months, the suspension period will begin with the next season of participation.

## Consequences

### 1. First Offense of Board Policy 7:240

#### Suspension (Athletics)

Athletic participant will be suspended for a number of academically eligible (eligible to participate in) games or contests as listed below. IHSA Constitution and By-laws and policies under Section 5 - Season Limitations – Season By-laws were used to determine number of contests suspended for the high school student. The offender will attend all practices during the suspension period and be allowed to attend contests with the team but not dress in team gear or uniform.

#### For Pecatonica High School participants:

Football	2 of 9 contests	Basketball	4 of 18 contests	Track	4 of 21 contests
Golf	4 of 18 contests	Wrestling	4 of 18 contests	Baseball	5 of 25 contests
Volleyball	4 of 18 contests	Swimming	4 of 17 contests	Softball	5 of 25 contests
Cross Country	4 of 18 contests	Bowling	4 of 18 contests	Cheers & Poms	2 of 9 football 4 of 18 basketball

#### For Pecatonica Community Middle School participants: (athletic & non-athletic)

Volleyball	3 contests	Academic Bowl	2 contest
Basketball	3 contests	Cheerleading	2 contests
Track	3 contests	Music (Band & Chorus)	1 contest

A student will be ineligible for all extracurricular activities for one calendar year if he or she tampers or cheats during the collection process. This will be reported to the parent(s)/guardian(s)

#### Suspension (Non-Athletic Activities)

Non-athletic activity participant will be suspended for thirty (30) activity days (activity days are considered Monday - Saturday) with carry over from one season to the next, if necessary. The participant will not be allowed to attend meetings or activities. Participant will be expected to complete a minimum of 10 hours of school/community service as assigned by the activities director.

A student will be ineligible for all extracurricular activities for one calendar year if he or she tampers or cheats during the collection process. This will be reported to the parent(s)/guardian(s)

#### Awards

No loss of awards if reinstated and completion of the season.

#### Positions of Leadership

Loss of any position of leadership (i.e. – captain, president, etc.)

### 2. Second Offense of Board Policy 7:240

The participant will be suspended from participation for 180 school days. In order to be re-admitted into the extra-curricular programs after the suspension, the participant must comply with the substance abuse program listed below.

3. **Third Offense of Board Policy 7:240**

The participant will be suspended from participation in extra-curricular activities the remainder of their high school career.

4. **Substance Abuse Testing Program**

In addition to any disciplinary consequence imposed under this Code and the student discipline policy, the District shall require all participants who test positive for drugs or alcohol during a randomly administered drug test to undergo the following steps:

1. Within one week after having tested positive, the participant must have or have made arrangements to have a substance abuse assessment administered by a program approved by the Athletic Director and or Building Principal.
2. Parents will sign a release of information that will allow a summary report of findings to be forwarded to the Athletic Director and or Building Principal.
3. The participant agrees to follow any program prescribed by the substance abuse agency personnel as a result of the assessment.
4. The participant will provide verification of continued attendance in the prescribed program to the Athletic Director or Building Principal.
5. The participant will show, at his/her own expense, proof of negative results on tests for the substance that was cause for this action before reinstatement to active team or club status.

A student who withdraws from the Extracurricular Drug and Alcohol Testing Program will be ineligible to participate in all extracurricular activities for one calendar year from the date of signed withdrawal.

A student who chooses to participate in an extracurricular activity after September 15, must be tested prior to the participation in the activity. A negative test result must be provided to the building principal or his designee prior to being allowed to participate, at the student's expense.

See also Pecatonica Board of Education Policy 7:240

## APPENDIX E

### Pecatonica Public Library District

The Pecatonica Public Library is a valuable resource available to Pecatonica students. The library houses reference materials, periodicals and other materials that can be helpful when completing assigned written work and projects.

#### LIBRARY HOURS

Monday	10:00 a.m.-4:00 p.m. and 6:00 p.m.-8:00 p.m.
Tuesday	10:00 a.m.-4:00 p.m. and 6:00 p.m.-8:00 p.m.
Wednesday	10:00 a.m.-4:00 p.m. and 6:00 p.m.-8:00 p.m.
Thursday	10:00 a.m.-4:00 p.m. and 6:00 p.m.-8:00 p.m.
Friday	9:00 a.m.-1:00 p.m.
Saturday	9:00 a.m.-1:00 p.m.
Sunday	Closed

**We encourage the use of this valuable community resource.**

## APPENDIX G

The Pecatonica Community Unit District No. 321 insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to the Superintendent, Pecatonica Community Unit District No. 321, P.O. Box 419, 1200 Main St., Pecatonica, IL 61063 or (815) 239-1639.

### GRIEVANCE PROCEDURES RELATING TO COMPLAINTS OF UNLAWFUL DISCRIMINATION

The purpose of this Grievance Procedure is to establish the process for reporting and investigating allegations of unlawful discrimination based upon age, religion, race, national origin, sexual harassment or disability discrimination directed at students, parents of students, employees and applicants for employment at Pecatonica Community Unit School District No. 321 ("School District"). The Board intends to commit the time and other resources necessary to accurately investigate all allegations of unlawful discrimination pursuant to this Grievance Procedure with compassion, understanding and a commitment to fairness. Any student, parent, employee or applicant for employment is encouraged to raise questions he or she may have regarding unlawful discrimination with the Principal or Superintendent or Grievance Procedure Coordinator ("Coordinator").

In implementing the Grievance Procedure, the Board of Education of the School District acknowledges the seriousness and confidentiality attendant to this type of investigation. Accordingly, the complaint or identity of a Complainant will not be disclosed except when necessary to fully investigate the complaint. In cases of allegations of sexual harassment the identity of the Complainant will be disclosed to the person against whom the complaint is filed only after notification to the complainant.

The Superintendent shall appoint the Coordinator to monitor all charges of unlawful discrimination. The Coordinator shall be responsible for initially interviewing the person alleging discriminatory activity, opening an investigation file, investigating the allegations, recommending the action to be taken in the manner and scheduling the conferences throughout the process as provided in this Grievance Procedure. The Superintendent shall appoint such other persons, including the School District's attorneys, as necessary to assist the Coordinator in the carrying out the duties of Coordinator.

1. Any student, parent, employee or applicant for employment may file a written complaint of discrimination based upon age, religion, race, national origin, sexual harassment or disability with the Superintendent or Coordinator. In cases of allegations of sexual harassment involving the Superintendent or Coordinator, the complaint shall be filed with the person who is not the object of the complaint. If both employees are involved, the complaint shall be filed with the President of the Board.

2. The complaint shall detail all circumstances and corroborating evidence relevant to the allegations. At minimum, the complaint charges shall include the following information:

- a) The name of the person alleging discrimination ("Complainant");
- b) The name of the individual responsible for the discrimination;
- c) The nature of the allegation (i.e., age, religion, race, national origin, sexual harassment or disability related discriminatory conduct);
- d) The date and place of the alleged discrimination;
- e) The names of any witnesses to the discrimination; and
- f) A narrative of the events related to the charges of discrimination.

3. The coordinator shall assist the Complainant in preparing the complaint if requested.

4. The Coordinator will be responsible for conducting the initial investigation. In cases of allegations of sexual harassment involving the Coordinator, a different employee shall be appointed to investigate the complaint.

5. At the conclusion of the investigation, the Coordinator will submit a written report of his or her findings to the Superintendent within thirty days after the complaint has been made. In the event the report cannot be compiled within thirty days, the report shall state the reasons for the delay. Within seven days of the completion of the report the Superintendent shall arrange a meeting with the Complainant to discuss the complaint and the results of the investigation. Within seven days after the meeting, the Superintendent will issue a decision on the complaint. In cases of sexual harassment involving

the Superintendent, the report shall be submitted to the Board President who shall carry out the responsibilities of the Superintendent or appoint an alternate person to do so.

6. If the Superintendent's decision is not acceptable to the Complainant, the Complainant may refer the complaint, in writing, along with all other written documents to the Board of Education.

7. The Board will review the complaint and issue a written decision within 30 days. The Board may allow the Complainant to meet with the Board to discuss the complaint.

8. If the Board reviews the matter, its decision will be final as it relates to the school District's internal Grievance Procedure.

9. This procedure does not affect any statutory rights afforded to the Complainant pursuant to State or Federal Law. This procedure is intended to provide a timely and systematic review of alleged discriminatory activity within the framework of the School District's operation.

10. A copy of this Grievance Procedure shall be distributed to each employee or student annually. The Principal shall discuss this policy and implementing regulations with the School District's employees each year. The school counselors shall discuss this policy and implementing regulations with the School District's students at the appropriate intervals during their enrollment in the School District.



## APPENDIX H

### HARASSMENT OF STUDENTS PROHIBITED 7:180

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or the following prohibited conduct: name calling; using derogatory slurs; threatening; embarrassing; controlling; hurtfully teasing another by a student or group of students, physical, verbal or psychological harm; or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or bullying are handled according to the provisions on sexual harassment, below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, by including this in the appropriate handbooks.

#### Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name: Mr. William Faller  
Phone #: 815/239-1639  
Address: Pecatonica Schools; POB 419; Pecatonica, IL 61063

Complaint Managers:

Name:	Liz Himes	Timothy King
Phone #:	815/239-2612	815/239-2612
Address:	Pecatonica Schools; POB 419; Pecatonica, IL 61063	

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employee, or suspension and expulsion, with regard to students.

# APPENDIX I

## ASBESTOS

MEMO TO STUDENTS, PARENT(S) AND FACULTY

August 1, 1996

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This law requires all schools, kindergarten through twelfth grade, to be inspected for asbestos-containing building materials, to develop a management plan outlining a program to control and/or abate such materials, and to notify building occupants. This letter will serve as that notice.

In order to bring our schools into compliance with these regulations, Pecatonica Schools contracted with Hall-Kimbrell Environmental Services, Inc. to do an initial inspection. Based upon the results of the inspection and laboratory analysis of samples taken, a management plan was written which outlines our intent for controlling and abating any asbestos containing materials. The district management plan is available for your review in the District Administration Office with school specific plans available in the grade school and high school offices.

We have begun the process of managing those materials found to be asbestos containing. Our custodial people have received special training to qualify them to conduct their routine activities around asbestos containing materials.

The required systematic schedule of monitoring, employee training, record keeping and three-year re-inspections will be an ongoing process. The management plan documents the location of the materials, their composition and serves as a record of biannual inspections of the materials. These biannual inspections document the condition of the asbestos and determine whether the condition of the material has changed since the last inspection.

If you have any questions, please feel free to contact the school superintendent. He would be happy to discuss any matters pertaining to asbestos in our schools, its location and specifically what we have done or plan to do in managing this material.

## **APPENDIX J**

### **SCHOOL VISITATION RIGHTS ACT**

This letter hereby serves as notification to parents and guardians of the School Visitation Rights Act.

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of the Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

Under the provisions of the act, an employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities can not be scheduled during nonwork hours; however, no leave may be taken by an employee of the employer that is subject to this Act unless the employee has exhausted all secured vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

Nothing in this Act requires the leave be paid.

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

## Appendix K

### *Book Fine Schedule*

	Lost	Missing pages, badly torn interior, excessive water damage, cannot be re-issued	Broken spine, bent covers, must be re-bound	Vulgar writing, bent covers, must be re-bound	Other writing, non-removable, not excessive with minor repairs, can be re-issued
Texts issued only one year: (including current year)	Cost of replacement	Cost of replacement	\$8.00	Cost of replacement	\$4.00
Texts issued two years: (including current year)	80% cost of replacement	80% cost of replacement	\$8.00	80% cost of replacement	\$3.50
Texts issued three years: (including current year)	60% cost of replacement	60% cost of replacement	\$5.00	60% cost of replacement	\$3.00
Texts issued four years: (including current year)	40% cost of replacement	40% cost of replacement	\$5.00	40% cost of replacement	\$2.50
Texts issued five years: (including current year)	20% cost of replacement	20% cost of replacement	\$3.50	20% cost of replacement	\$2.00

\*Library books, reference books, classroom reference books—fines will be determined on an individual basis

## APPENDIX L

### School Pest Management Statement 4:160

Structural and landscape pests can possess significant hazards to people, property and the environment. Pesticides can also pose hazards to people, property and the environment. It is therefore the policy of the Pecatonica School District to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

#### Pests

Pests are populations of living organisms (animal, plants or microorganisms) that interfere with the human purposes for the school site. Strategies for managing pest populations will be influenced by the pest species and any threat they pose to people, property or the environment.

#### Pest Management

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life for students, staff and others.

#### Integrated Pest Management Procedures

**IPM** procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. **IPM** practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying **IPM** principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property and the environment.

The choice of using a pesticide will be based on a review of all available options and a determination that these options alone are not acceptable or not feasible. Selected non-chemical pest management methods will be implemented whenever possible. It is the policy of the Pecatonica School District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used to meet important management goals, the least hazardous material will be chosen. The application of such pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act, School District policies and procedures, US Environmental Protection Agency regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

#### Education

Staff, students, pest managers and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

#### Record-keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and School Board. Records must be current and accurate if IPM is to work. Additionally, pest surveillance data sheets, which record the number of pests or other indicators of pest populations, are to be maintained to verify the need for treatments.

## **Notification**

The Pecatonica School District takes the responsibility to notify student's parents or guardians and the school staff of upcoming pesticide treatments. Notices will be posted in designated areas at school and/or sent home with students.

## **Pesticide Storage and Purchase**

Pesticide purchases will be limited to the amount authorized for available use during the year. Pesticides will be stored and disposed of in accordance with the USEPA-registered label directions and state regulations. Pesticides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

## **Pesticide Applicators**

Pesticide applicators will be educated and trained in the principles and practices of IPM and the use of pesticides approved by the Pecatonica School District, and will follow regulations and label precautions. The Pecatonica School district requires applicators to be certified and comply with this School Districts IPM policy and Pest Management Plan.

## APPENDIX M

### Authorization for Electronic Network Access 6:235

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. **Acceptable Use** -Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. **Privileges** -The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final. 2
3. **Unacceptable Use** -You are responsible for your 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 US or State law;
  - b) Unauthorized downloading of software, regardless of whether it is copyrighted or de- virused;
  - c) Downloading 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;
  - d) Gaining unauthorized access to resources or entities; g. invading the privacy of individuals;
  - e) Using another user's account or password;
  - f) Posting material authored or created by another without his/her consent; j. Posting anonymous messages;
  - g) Using the network for commercial or private advertising;
  - h) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - i) Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** -You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a) Be polite. Do not become abusive in your messages to others.
  - b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c) Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d) Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. 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 accessible via the network to be private property.



5. No Warranties -The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification -The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. Security -Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism- Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges -The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
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 Web sites or file servers, without explicit written permission.
  - a) For each re-publication (on a Web site or file server) of a graphic or a text file 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) Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published.
  - c) Printed evidence of the status of "public domain" documents must be provided.
  - d) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - e) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - f) Student work may only be published if there is written permission from both the parent/guardian and student.
11. Use of Electronic Mail
  - a) The District's electronic mail system, and its constituent software, hardware, and data files are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
  - b) 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 user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited
  - c) Each person should use the same degree of care in drafting an electronic email message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum
  - d) Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School 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 this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients

- e) Any message received from 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.
- f) Use of the School District's electronic mail system constitutes consent to these regulations.

## APPENDIX N

### Medication at School Procedures 7:270

Actor	Action
Parent(s)/Guardian(s)	<p>Ask their child's or guardian's physician, dentist, or podiatrist if a medication, either prescription or non-prescription must be administered during the school day.</p> <p>If so, ask the health care provider to complete a "School Medicine Authorization form." This Form will provide information and dispensing instructions to the school, including side effects, if any. The school will not dispense any medication unless this form is completed and given to the school. If a student is on a medication indefinitely, the parent(s)/guardian(s) must file a new "School Medication Authorization Form" every year.</p>
Parent(s)/Guardian(s)	<p>Bring the medication to the school office. Prescription medication must be brought to the school in the original package or appropriately labeled container. The container shall display:</p> <ul style="list-style-type: none"> <li>Student's name</li> <li>Prescription number</li> <li>Medication name/dosage</li> <li>Administration route and or other direction</li> <li>Date and refill</li> <li>Licensed prescriber's name</li> <li>Pharmacy name, address and phone number</li> <li>Name or initials of pharmacist</li> </ul> <p>Non-prescription medications must be brought to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.</p>
Parent(s)/Guardian(s)	At the end of the treatment regime, remove any unused medication from the school.
School Office Personnel	Provide a copy of these procedures, as well as a "School Medication Authorization Form", to inquiring parent(s)/guardian(s).

Actor	Action
School Nurse (certified school nurse or noncertified registered professional nurse)	Ensure that parent/guardian who brings medication for his or her child/ward has complied with the parent's/guardian's responsibilities as described in this administrative procedure.

# APPENDIX O

## Proof of Residency Form

Residency of person with whom student lives and who claims custody of the student

As initial proof of residency, the person with whom the student lives in the District and who claims custody of the student must attach to this Form at least one document from Category A and at least two documents from Category B, all of which must reflect the same address and be acceptable to the District. If the person enrolling the student claims the student is (1) homeless or (2) attending school in the student's former district upon the determination of the Department of Children and Family Services, only the appropriate line in Category C must be checked.

Student Name \_\_\_\_\_

Category A (Check and attach a copy of at least one of the following documents:)

- \_\_\_\_\_ 1. The most recent real estate tax bill for my residence showing me as the taxpayer.
- \_\_\_\_\_ 2.\*\* Signed lease for my residence. *If using this option, you must also furnish the documentation required in category A-4*
- \_\_\_\_\_ 3. A closing statement for the purchase of my residence
- \_\_\_\_\_ 4.\*\* A notarized letter from the owner of my residence stating that I reside at that residence and the duration of my stay there, plus a signed lease, closing statement or tax bill.

NOTE: If you checked #4 above, please state length of time you plan to be living at this residence \_\_\_\_\_.

Category B (Check and attach a copy of at least two of the following documents:)

- \_\_\_\_\_ 1. Utility Bill
- \_\_\_\_\_ 2. Gas or electric bill
- \_\_\_\_\_ 3. Public Aid card
- \_\_\_\_\_ 4. Home/apartment insurance certificate
- \_\_\_\_\_ 5. Automobile registration – State of Illinois
- \_\_\_\_\_ 6. Telephone bill or letter from telephone company
- \_\_\_\_\_ 7. Paycheck Stub (less than 30 days old)
- \_\_\_\_\_ 8. Employee W-4 Forms (previous year only)

Category C None of the documents in Categories A or B above are applicable because:

- \_\_\_\_\_ 1. The student is homeless and eligible for enrollment under the Illinois Education for Homeless Act.
- \_\_\_\_\_ 2. The student is enrolling based on the determination of the Department of Children and Family Services (DCFS)
- \_\_\_\_\_ 3. Residency will be established within 30 calendar days.

NOTE: If you checked #C2 above, attach evidence of DCFS determination. If you checked #C3 above, attach a real estate contract, lease or closing statement.

Custody: (Check as many of the following as are applicable)

- \_\_\_\_\_ 1. I am the natural or adoptive parent of the student.
- \_\_\_\_\_ 2. The student lives with me on a full-time basis.
- \_\_\_\_\_ 3. I provide the student with a regular nighttime place to sleep. ("Regular" means virtually full-time, including most weekends, holidays, and school vacation periods.)
- \_\_\_\_\_ 4. The student is a special education student.
- \_\_\_\_\_ 5. The student is a foreign exchange student.
- \_\_\_\_\_ 6. \* I have a court order giving me custody or guardianship of the student.
- \_\_\_\_\_ 7. \* I am a caretaker relative of the student receiving aid for the student from the Illinois Department of Public Aid.
- \_\_\_\_\_ 8. \* I am a foster parent of the student who was placed with me by the Illinois Department of Children and Family Services.
- \_\_\_\_\_ 9. \* I am a representative of a childcare facility with which the student has been placed by the Illinois Department of Children and Family Services.
- \_\_\_\_\_ 10. \* I have been appointed a short-term guardian of the student.

NOTE: If you are not the natural or adoptive parent with legal custody of the student, state the reason(s) the student is living with you:

\*NOTE: If you checked any of 6 through 10 above, attach a copy of the court order, transfer of guardianship, and evidence of receipt of public aid for the student or DCFS documents as appropriate.

Person enrolling student Name—First; Last \_\_\_\_\_ Relationship to student \_\_\_\_\_ Lives with student Y/N If No, Explain \_\_\_\_\_

Phone Number (if different than student) \_\_\_\_\_ Signature of person completing form \_\_\_\_\_ Date \_\_\_\_\_

### WARNING and AFFIRMATION:

Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll as student on a tuition-free basis when the student is known to be a non-resident of the District. The District will seek prosecution to the full extent of the law any person who the District believes has committed any residency-related crime. Additionally, a civil lawsuit may be initiated by the District. I affirm that I am a resident of this District and that the information presented in this Affidavit and in connection with any investigation of my residency or the residency of the student is true, complete and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX P

### At-Risk Community Resources

#### Mental Health

Swedish American Center for Mental Health	815-966-2273
Mildred Berry Center (Janet Wattles)	815-332-8003
Jane Addams-Freeport Health Network	815-599-7300
University of IL Psychiatric Services	815-395-5870
Suicide Prevention Lifeline	800-273-8255

#### Substance Abuse

Rosecrance Center	815-391-1000
Narcotics Anonymous	815-964-5959
Alcoholics Anonymous	815-968-0333

#### Family Assistance

Department of Children and Family Services	815-987-7640
Family Counseling Services	815-962-5585
Remedies	815-962-6102
Rockford Sexual Assault Services	815-636-9811
Assault and Abuse Services of Stephenson County	815-232-7200

#### Grief Counseling

Northern IL Hospice and Grief Center	815-398-0500
Hospice Care of America	815-239-1000

## APPENDIX Q

### RANDOM DRUG TESTING POLICY 7:240-AP2

#### Administrative Procedure - Extracurricular Drug and Alcohol Testing Program

##### Testing Procedures

1. The Building Principal or Freeport Health Network (FHN) shall, from time-to-time throughout the school year, randomly select extracurricular participants for drug and alcohol testing. Testing may occur on any day, Monday through Friday. Names will be drawn from a pool of all student participants. Each student participant may be tested at any time during the year.
2. No student will be given advance notice or early warning of the testing.
3. Drug and/or alcohol testing may be performed by breath alcohol testing and/or urinalysis. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. A staff member will accompany the student until he or she produces an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If unable to produce a specimen within 2 hours, the student will be taken to the Building Principal's office and told he or she is ineligible for participation in any extracurricular activity. In addition, the parent(s)/guardian(s) will be telephoned and informed the student is unable to produce a sample for the testing procedure and he or she must be tested at a later date in order to be eligible.
5. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. The head strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the student must provide another specimen.
6. A student will be ineligible for all extracurricular activities for one calendar year if he or she tampers or cheats during the collection. This will be reported to the parent(s)/guardian(s).
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he or she left the collection site.
8. Each specimen is given to the laboratory for testing for alcohol, controlled substances (that may include all drugs listed as controlled substances under Illinois law), and "performance enhancing" drugs, such as steroids.

##### Chain of Custody

1. The laboratory will provide training and direction to appropriate staff members, set up the collection environment, guarantee specimens, and supervise the chain of custody. To maintain anonymity, the student will be assigned a number.
2. The Building Principal or designee will escort students to the collection site. No student is allowed to go to his or her locker. The Building Principal or designee should minimize classroom interruptions. Student participants may be summoned after school, perhaps during practice time.
3. Before a student's urine is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he or she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all outerwear and wash their hands in the presence of the supervisor before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The supervisor will wait outside the restroom stall. The student will have 2 minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it is sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the Building Principal or designee.
8. In order to maintain confidentiality, the student's name will not be on the urine specimen container. Instead, the student's random identification number will appear on the container.

#### Test Results

1. The Building Principal or designee will be notified of a student testing "positive" (i.e., if the test shows that drug residues are in the student's system after using at least 2 different types of analyses). The Building Principal or designee will notify the student and his or her parent(s)/guardian(s).
2. In addition, the student or parent(s)/guardian(s) may request that the urine specimen be tested again by a certified laboratory at their cost.
3. If the test is verified "positive," the Building Principal or designee will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies. The student may not participate in extracurricular activities until a "follow-up" test is requested by the Building Principal or designee and the results are "negative."
4. A "follow up" test will be requested by the Building Principal or designee after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow up" test, or any later test, the previous procedure shall be repeated. In addition, the School District reserves the right to continue testing at any time during the remaining school year any participating student who had a verified "positive" test.
5. Information on a verified "positive" test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential.
6. Drug testing result sheets will be returned to the Building Principal or designee identifying students by number and not by name. Names will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the Building Principal or designee has access.
7. A student who chooses to participate in an extracurricular activity after September 15, must be tested prior to the participation in the activity. A negative test result must be provided to the building principal or his designee prior to being allowed to participate, at the student's expense.

#### Financial Responsibility

1. Under this policy, the School District will pay for all initial random drug tests and all initial "follow up" drug tests. Once a student has a verified "positive" test result and has subsequently tested negative from a "follow up" test, any future "follow up" drug test that must be conducted will be paid for by the student's parent(s)/guardian(s).
2. A request for another test of a "positive" urine specimen is the financial responsibility of the student's parent(s)/guardian(s).
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s)/guardian(s).

#### Confidentiality

Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a legal subpoena.

#### Other Rules

Apart from this drug-testing program, the Illinois High School Association as well as each activity's coaching staff or sponsor may have their own training rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student-participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

## APPENDIX R

### Pecatonica Middle School - Grading Standards

An “**A**” grade shows a **superior** level of understanding and work and meets most of the following criteria.  
100% -90%

Student work is of a superior quality and demonstrates comprehensive understanding of the subject matter.  
Student work shows mastery of relevant skills, sophisticated or original critical and conceptual analysis and outstanding quality in clarity, precision and presentation of work.  
Student consistently exhibits mastery in achieving the curriculum standards and course expectations.  
Student does excellent work and has mastered the course objectives, consistently does excellent work with skill and thoroughness: and consistently has applied knowledge gained to new situations.  
Student knows and understands the Essential Learnings/Grade Level Expectations and applicable state standards, and is able to teach and communicate this knowledge to others.  
Student communicates and demonstrates a very high level of accuracy and understanding of the content and skills as outlined in the curriculum guide and syllabus.

#### **Other Considerations:**

- Scholarship – Exceeding expectations of the teacher
- Initiative – Contributions exceeding the assignment
- Attitude – Positive benefit to the class
- Cooperation – Leading in all groups
- Individual Improvement – Definitely outstanding

Student shows evidence of understanding by achieving on the local and standardized test at a meets level or higher and at an appropriate college readiness level.

A “**B**” grade shows an **above average** level of understanding and work meets most of the following criteria.  
80% - 89%

Student work is of an above average quality, which demonstrates a thorough knowledge and understanding of the subject matter.  
Student work shows proficiency in relevant skills, and analytical and conceptual ability of a higher order.  
Student frequently exhibits mastery in achieving the curriculum standards and course expectations.  
Student does above average work, has mastered almost all of the course objectives: and has applied knowledge gained to new situations.  
Student knows and understands the Essential Learnings/Grade level Expectations and applicable state standards and is able to communicate this knowledge to others.  
Student communicates and demonstrates a high level of accuracy and understanding of the content and skills as outlined in the curriculum guide and syllabus.

#### **Other Considerations:**

- Scholarship – Above the average expectations of the teacher
- Initiative – Contributions meeting the assignment
- Attitude – Proper and beneficial
- Cooperation – Effective in group work
- Individual Improvement – Definitely marked

Student shows evidence of understanding by achieving on the local and standardized test at a meets level and at an appropriate college readiness level.



A “**C**” grade shows a **satisfactory** level of understanding and work and exhibits the following characteristics.  
70% - 79%

Student does satisfactory quality work, which displays a good understanding of the subject matter and a sound grasp of relevant skills.

Student exhibits competency in achieving the curriculum standards and course expectations.

A student does average work and has mastered many of the objectives of the course.

Student has satisfactory knowledge and understanding of the Essential Learnings/Grade Level Expectations and applicable state standards and is able to communicate this knowledge to others.

Student communicates and demonstrates with some degrees of accuracy and understanding the content and skills as outlined in the curriculum guides and syllabus.

**Other Considerations:**

Scholarship – Not definite and complete

Initiative – Contribution not meeting the assignment

Attitude – Usually neutral

Cooperation – Occasionally contributing to group

Individual Improvement – Showing some progress

Student shows evidence of understanding by achieving on the local and standardized test for the most part, at a meets level or at an appropriate college readiness level.

A “**D**” grade shows **deficiency** and exhibits some but not all of the following characteristics.  
60% - 69%

Student shows low quality of work, which displays a poor understanding of most of the subject matter and an inadequate grasp of relevant skills.

Student exhibits minimum competency in achieving the curriculum standards and course expectations.

Student does below average work and has mastered few of the objectives of the course.

Student has minimal knowledge and understanding of the Essential Learnings/Grade Level Expectations and applicable state standards.

Student demonstrates minimal understanding of course specifics and details, which would indicate that significant attention needs to be directed in remediation or re-teaching for academic understanding.

**Other Considerations:**

Scholarship – Not meeting the assignments

Initiative – Uncertain: none usually manifested

Attitude – Interest and attention lacking

Cooperation – neither positive nor effective

Individual Improvement – Slight, if any

Student shows evidence of little success on the local and standardized test at a below or lower level and/or at an inappropriate college readiness level.

An **F** grade is considered a **failing** effort and exhibits some but not all of the following characteristics.  
59% and below

Student does incomplete work or displays an inadequate understanding of the subject matter or an inadequate grasp of relevant skills.

Student has failed to achieve the curriculum standards and course expectations.

Student work falls below a level acceptable for the course and was unsatisfactory.

Student has very little knowledge and understanding of the Essential Learnings/Grade Level Expectations and applicable state standards.

Student demonstrates little, if any, understanding of course specifics and details.

**Other Considerations:**

Scholarship – Assignments are not completed

Initiative – None observed

Attitude – Poor

Cooperation – Non-existent

Individual Improvement – None observed

Student shows no evidence of success on the local and standardized test.

# Appendix S

## Agency and Police Interviews

The Superintendent shall manage requests by agency officials or police officers to interview students at school through procedures that: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

### Interviews by Police

1. The Building Principal will check the police officer's credentials and any legal papers, such as, warrants for arrest, search warrants, or subpoenas to be served.
2. Interviews of minor students without permission of the parent(s)/guardian(s) are not permitted unless a legal process is presented or in emergency situations. The Building Principal will attempt to contact the student's parent(s)/guardian(s), and inform them that the student is subject to an interview. In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the District not notify parents until the child's safety is ensured. The Building Principal should ask that such a request be made in writing. If possible, the parent(s)/guardian(s) will be given the opportunity to be present and be represented by legal counsel at their own expense.
3. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Building Principal and one other adult witness, selected by the Building Principal, will be present during the interview.
4. Interview proceedings will be documented in writing for inclusion in the student's temporary records.
5. No minor student shall be removed from the school by the police officer without the consent of a parent(s)/guardian(s), except upon service of a valid warrant of arrest or in cases of warrantless temporary protective custody.

### Interviews by the Illinois Department of Children and Family Services (DCFS)

1. The Building Principal will check the agent's credentials and any papers pertaining to a legal process.
2. The Building Principal will attempt to contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview, if appropriate.
3. If the DCFS agent does not want a parent(s)/guardian(s) notified or present during the interview, this stipulation should be in writing and signed by the DCFS agent.
4. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Building Principal and one other adult witness, a member of the District staff, will be present during the interview.
5. The student may be removed from school by the DCFS agent if circumstances warrant. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if: (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; or (3) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department.
6. No District employee may act as a DCFS agent.

LEGAL REF.: 55 ILCS 80/1 et seq., Children's Advocacy Center Act.  
325 ILCS 5/1 et seq., Abused and Neglected Child Reporting Act.  
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.  
725 ILCS 120/1 et seq., Rights of Crime Victims and Witnesses Act.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Discipline)

# Pecatonica School District 1:1 Initiative Handbook



1300 Main Street  
Pecatonica, IL 61063  
[www.pecschools.com](http://www.pecschools.com)

## Table of contents

### [RECEIVING YOUR CHROMEBOOK](#)

### [TAKING CARE OF YOUR CHROMEBOOK](#)

[General Precautions](#)

[Carrying the Chromebooks](#)

[Screen Care](#)

[Storage](#)

[Chargers](#)

### [USING YOUR CHROMEBOOK](#)

[Chromebooks Left at Home: Students are responsible for bringing Chromebooks to school each day fully charged.](#)

[Chromebook Undergoing Repair](#)

[Charging your Device's Battery](#)

[Screensavers and Backgrounds](#)

[Sound, Music, Games or Programs](#)

[Managing your files and saving your work.](#)

[Software on Chromebooks](#)

[Identification](#)

[Home Internet Access](#)

[Appropriate use of Chromebooks and School Technology:](#)

[Procedure for misuse of any school technology:](#)

[Repair or replacement of Chromebooks](#)

[Dell Chromebook 11 Specifications](#)

## Support Information:

Email: [Support@pecschools.com](mailto:Support@pecschools.com)

Phone - Jeff Bowman, Technology Director - 815-239-2611 Ext 1366

Please provide student name and ID number with all communications.

## RECEIVING YOUR CHROMEBOOK

- A. Chromebooks will be distributed at information session during the couple weeks before school.
- B. In order to receive the Chromebook, parents and student must attend an Information Session.
- C. Before receiving the Chromebook, students and parents must sign and return copies of the following documents.
  - a. Standards for Proper Device Care
  - b. Acceptable Use Policy
- D. District supplied chromebooks are required curricular device.

## TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library for an evaluation of the device.

### A. General Precautions

- a. The Chromebook is school property, and all users will follow this policy and the Acceptable Use Policy for technology.
- b. Keep all food and drink away from your Chromebook.
- c. Cords, cables, and thumb drives must be inserted carefully into the Chromebook to prevent damage.
- d. Chromebook and case must remain free of any writing, drawing, stickers, labels, etc. that are not property of the Pecatonica Community School District.
- e. Never leave device unattended or unsupervised.

### B. Carrying the Chromebooks

- a. Chromebooks are to never be removed from the provided case.
- b. Do not carry other items on top of the chromebook to limit the amount of pressure applied the the device.
- c. Avoid bumping, tossing, or throwing the device and/or case against any surface.
- d. Don't drop them. This can break the hinge, latch, or worse.

### C. Screen Care

- a. Do not place anything on top of your Chromebook that could put pressure on the screen
- b. Make sure that you do not leave anything laying on the Chromebook when closing the lid, such as a pencil or pen as this may crack the screen.
- c. Do not lean on the screen at any time.
- d. Only use a clean, soft cloth to clean the screen. Do not use cleansers of any type.

### D. Storage

- a. Never leave the Chromebook in an unsecure or unsupervised area.

- b. Take the Chromebook home each day and store in a safe and secure location.
- c. Do not store the Chromebook in a vehicle.
- d. Never leave device in a place that is experiencing extreme hot or cold conditions.

#### **E. Chargers**

- a. Avoid bending the charger's cord at sharp angles.
- b. Don't strain the power cord at right angles to the power port. This can damage the charger's cord and the computer itself.
- c. Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- d. Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.

## USING YOUR CHROMEBOOK

Chromebooks are intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars, handbooks, and schedule may be accessed using the device. School staff and administration have the right to check any material stored on a student's Chromebook at any time.

### **A. Chromebooks Left at Home: Students are responsible for bringing Chromebooks to school each day fully charged.**

- a. If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.
- b. Discipline issues may occur if this becomes a repeated offense.

### **B. Chromebook Undergoing Repair**

- a. Loaner devices may be issued to students when they leave their devices for repair in the library.

### **C. Charging your Device's Battery**

- a. Battery should be fully charged each day upon entering the school building.
- b. Get into a charging routine at home.

### **D. Screensavers and Backgrounds**

- a. Inappropriate media may not be used as a screensaver or background photo.
- b. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, or any other material deemed inappropriate by school administration will result in disciplinary action.

### **E. Sound, Music, Games or Programs**

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Music may be allowed at the discretion of the teacher.
- c. Internet gaming is not allowed. If non-instructional game apps are installed, they must be approved by administration or technology staff.

### **F. Managing your files and saving your work.**

- a. Student work is automatically saved while using Google Drive.
- b. Students may use a flash drive to take files from Microsoft products (Word, Excel, Powerpoint, etc) and upload them to google drive for conversion.
- c. Documents may be emailed to teachers or other students, or shared using Google Drive.
- d. Files saved on Google drive will be accessible by any computer with internet access using the student's login information.

### **G. Software on Chromebooks**

- a. All software/apps/bookmarks installed by Pecatonica CUSD staff must remain on the chromebook in useable condition



- b. Devices are controlled and monitored by a Google Management system. This prevents most viruses from infecting the devices.
- c. Students are allowed to load school appropriate software/apps on their chromebooks.
  - i. Student installed software will not be supported by Pecatonica CUSD Technical staff.
  - ii. If Chromebook needs to be wiped by the Pecatonica CUSD Technical Staff to correct any issue, staff will not be responsible for reinstalling any student installed software.

## **H. Identification**

- a. Pecatonica School District will keep record of all device serial numbers
- b. Units will be stickered with the student's information.
- c. Any damage to any device stickers must be reported to the technology department immediately.

## **I. Home Internet Access**

- a. Students are allowed to set up wireless networks on the Chromebooks.
- b. This will allow them to use them effectively while not connected to Pecatonica Schools WIFI.
- c. The district will provide internet filtering for use off-site but ultimately monitoring of internet usage off-site is the responsibility of the student and their parents.
- d. The district monitoring program will log internet activity at all times while using the district provided device.

## Appropriate use of Chromebooks and School Technology:

- A. Use the device provided in accordance with the Pecatonica School District appropriate use guidelines stated below.
- B. Chromebook will be taken home at night and returned to school the next day completely charged.
- C. Respect copyright laws.
- D. Keep all communication school appropriate.
- E. Respect our school filter and do not bypass it.
- F. Maintain the settings on each device and do not change them.
- G. Always use school appropriate language, pictures, downloads, videos, and other material.
- H. Avoid giving out any personal information online.
- I. Avoid accessing inappropriate material of any kind.
- J. If you accidentally encounter inappropriate material, report the issue and leave the site.
- K. Avoid any personal financial transactions (ie. shopping on Amazon.com).
- L. Avoid any online bullying or harassment and report any that is witnessed online to a school staff member.
- M. Avoid taking photos of others without permission.
- N. Avoid sending mass emails.
- O. Always follow school and district policies and the laws of the land.
- P. Always protect your password.

Inspection - Students may be selected to provide their Chromebook for inspection to check for restricted images, settings, etc.

## Procedure for misuse of any school technology:

Students will be disciplined according to the discipline code in the school handbook which is in accordance to Pecatonica CUSD #321 Board of Education policy 4:170 & 7:70-7:260

1st offense students may be unable to take their Chromebook home for up to 10 weeks, and may lose any chance of summer take home privileges.

2nd offense students may lose their Chromebook for the remainder of the school year, and may lose any chance of summer take home privileges.

## Repair or replacement of Chromebooks

When school issued Chromebook device is damaged or lost, the student assumes responsibility for repair and/or replacement.

- A. Chromebooks needing to be repaired must be taken to the library as soon as a problem has been identified.
- B. Lost or stolen Chromebooks must be reported to the school the day following the occurrence.
  - Police report is requested for all stolen Chromebooks.
- C. A loaner Chromebook may be issued to students when they leave their Chromebook for repair at the library.
  - Student assumes full responsibility of loaner unit.
  - If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- D. Repaired Chromebooks may end up with the original factory image installed. It is important that students keep their school data synced to their Google Drive so documents and class work will not be lost.
- E. Personal information that cannot be replaced should be kept at home on an external storage device
- F. Approx. Costs for loss.
  - Replacement of the Chromebook (Current Replacement Cost - Approx \$249)
  - AC Adapter and Power cord - \$30
  - Case \$30

## Dell Chromebook 11 Specifications

Processor	4th Gen Intel® 2955U processor
Operating System	Chrome OS®
Memory	4GB DDR3L
Chipset and Intel Responsiveness Technologies	Intel® HM77
Graphics	Intel® HD Graphics for Intel® Celeron processors
Display	11.6" LCD Min 1366x768 / HDMI 1080p output, Intel® HD Graphics.
Storage	16GB Solid State Drive2
Multimedia Options	Integrated 720p HD video webcam, High Quality Speakers, Stereo headphone/microphone combo jack, Integrated microphone
Battery	3 cell (51 WHr)
Power	65W AC adapter
Connectivity	Wireless LAN Options: 802.11 a/b/g/n + Bluetooth 4.0
Ports, Slots & Chassis	USB 3.0 (2), HDMI, SD Card Reader, Kensington lock slot, Stereo headphone/microphone combo jack
Dimensions & Weight	<ul style="list-style-type: none"> <li>• 24.6 mm x 294.64 mm x 200.7 mm (w/ 3 cell) •</li> <li>0.97" x 11.6" x 7.9" (w/ 3 cell) • Starting weight:</li> <li>2.9 lbs/1.3 kg with 3-cell battery</li> </ul>
Systems Management & Security	<ul style="list-style-type: none"> <li>• Google Chrome Management Console</li> </ul>
Warranty & Support Services	Limited Hardware Warranty Extended to 4 years.