

# Bus Rules



Eligibility for bus transportation will be determined by the principal. Students must live 1.5 miles from school by the shortest common route unless they live in a hazardous area as determined by the Illinois Department of Transportation. Questions regarding transportation should be directed to the building principal.

To ensure their own safety and that of others, students must obey the following regulations:

1. Follow your school code:

Pre-kindergarten	<b>I CARE RULES</b>
Primary	<b>I CARE RULES</b>
Jefferson	<b>HAWKS</b>
CB Smith	<b>THE CARDINAL RULES</b>
Intermediate	
Washington	<b>R.E.S.P.E.C.T.</b>
Wilson	<b>S.C.O.R.E.</b>
Junior High	
Broadmoor	<b>ROAR4</b>
Edison	<b>3Rs</b>

2. Stay safe by being seated, facing forward, and keeping everything inside (head, hands, arms, and things).
3. Board and exit only on the assigned bus at the assigned stop.
4. No open food or drink containers on the bus.

Depending on the severity of the violation, students will be given one warning, and they will receive a write-up on the second violation.

Students are under the jurisdiction of the school while at the bus stop and while riding the bus. The bus driver is in complete charge at all times. He or she is responsible for the safety of the students and is required to report any infraction of the rules to the school principal. Students who repeatedly violate regulations may be suspended by the principal from riding the bus. Parents or guardians will be notified of any reported bus infractions by their child.

# Junior High Grades 7-8 Discipline Handbook

2023-2024



June 3

### ***PARENTAL RIGHTS TO ATTEND SCHOOL CONFERENCES***

An employer must grant an employee leave of up to a total of 8 hours during any school year...to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during nonworking hours. (820 ILCS 147/15, Sec. 15(a))

### ***ACCESS TO THE INTERNET***

District 108 makes the Internet available as a tool for life-long learning. The use of the District's Internet is a privilege, not a right. Any student who violates the District's Internet policies and Procedures will lose privileges, suffer disciplinary actions, and/or be referred to legal authorities. (Board Policy 6:235, Access to Electronic Networks)

### ***SEARCH AND SEIZURE***

To maintain order and safety, school authorities may search anywhere on school property, including the search of students and their personal effects. Any evidence that a student has violated either the law or school rules will be seized. When appropriate, evidence may be transferred to law enforcement authorities. (Board Policy 7:140, Search and Seizure)

### ***PUBLICATIONS***

Students are prohibited from accessing and/or distributing at school any non-school written or electronic material, including materials from the Internet, without prior approval of the school. (Board Policy 7:310, Publications)

### ***PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT***

No person shall engage in hazing or 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. (Board Policy 7:180, Preventing Bullying, Intimidation, and Harassment, 7:190, Student Discipline)

# Legal Notices and Policy Statements

## ENFORCEABLE LOCATIONS

This handbook applies whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds at any time;
2. Off school grounds at a school-sponsored activity or event;
3. Traveling to or from school or a school activity;
4. Anywhere, if the behavior may reasonably be considered a threat or intimidation of school staff, or interference with school purposes.\*

(Board Policy 7:190, Student Discipline)

The courts have determined that the Discipline Handbook may apply to student activities on the Internet, whether accessed at school or elsewhere, if misbehavior interferes with the rights of others or causes a substantial disruption of school activities.

## POLICE AND OTHER LEGAL AUTHORITIES

Police, Department of Children and Family Services, and other legal authorities may compel student interviews without prior notification of parents. Administrators may invite legal authorities to help investigate suspected misbehaviors or illegal activities. (Board Policy 7:150, Agency and Police Interviews)

## CORPORAL PUNISHMENT

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. (Board Policy 7:190, Student Discipline; § 105 ILCS 5/24-24. Maintenance of discipline)

## GUN FREE SCHOOLS

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. (Board Policy 7:190, Student Discipline; Gun-Free Schools Act, 20 U.S.C.)

## SMOKE FREE SCHOOLS

No person on school property or at a school event shall smoke or otherwise use tobacco products. (Board Policy 8:30, Community Relations; Pro Children Act of 1995, 20 U.S.C.)

Dear Parents,

*Please review this handbook with your child.*

Welcome to the Junior High Schools of District 108. The staffs at Broadmoor and Edison Schools want seventh and eighth grades to be rewarding learning experiences for your child. Being successful in the classroom begins with an understanding of the discipline code.

One of the most important responsibilities a student has in school is good behavior. Good behavior allows every child to have a good learning environment.

A discipline code tells about the rules of the school, the kind of behavior that is expected of students and, also, the kind of behavior that will not be accepted at school or on the bus.

If unacceptable behavior does occur, the discipline code explains the actions that may be taken by the teacher, the principal, or support personnel.

*You have a right* to clear communication from the school through phone calls and conferences with the teacher, support staff and principal.

*You have a responsibility* to collaborate in making and implementing instructional and disciplinary decisions.

Together, you and the school staff can make this a happy and successful year for your student.



# Philosophy of Discipline

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Pekin Public Schools District 108 is committed to the goal of a positive, effective, and orderly process of instruction. Members of the Board of Education, central office personnel, school administrators, teachers, parents, support personnel, and students assume their share of the responsibility for the attainment of this goal.

The parent is the child's first teacher and remains the most important teacher throughout the formative years. It must be recognized from the outset that schools and parents should be active partners in preparing students for their role in our society.

## ATTENDANCE PROCEDURES

Students are required by Illinois State Law and Pekin City Ordinance to be regular in attendance at school. Attendance is vital to every student's success. It is a fact that students who attend school regularly learn more than students who frequently miss school.

All students are required to attend school in the attendance center in which they have been assigned by official action. Schools are required to classify every student absence as either excused or truant. The following are acceptable reasons to classify absences as excused:

- pupil illness
- bereavement
- quarantine
- family emergencies
- religious holidays
- medical appointments
- court appearances
- other reason with approval of principal

**Parents should call the school office by 9:00 AM of each day the student is absent.** Failure to do so will prompt the school to contact the parent by phone. If phone contact cannot be made, then a letter will be sent. Parental written or verbal communications will be accepted as evidence to excuse all absences, except as follows:

- A. If a student misses school for three (3) consecutive days, he or she will be considered truant from the first day unless the principal receives acceptable evidence substantiating a medical or psychological necessity for the absence.
- B. If at any point of the year a student achieves a 5% (9 days) rate of absence, then the principal will evaluate all of that student's absences for acceptable evidence of medical or psychological necessity, as noted above.

After district daily absence procedures are followed, all remaining unexcused absences will be classified as truancies. NOTE: Under Pekin ordinances, principals will ask Pekin Police to issue a truant ticket requiring the student and parent to appear in Tazewell County Court.

**Excused Absence**– Parental written or verbal communications will be accepted as evidence to excuse all absences, except for absences longer than three consecutive days, chronic absence, or absences for which the principal has reason to suspect truancy.

**Truant** - Absent from school without valid cause for any portion of a school day. Used as evidence for Pekin Police to issue a truant ticket, for the court to impose fines, and for the court to impose consequences for contempt.

**Chronic**– A student that has missed 5% (9 days) of total attendance days to date is considered chronically absent. If any of those days were without acceptable evidence of medical or psychological necessity, the student is considered chronically truant.

**Absences Longer than 3 Consecutive Days** – Absences longer than three consecutive days will be considered truant from the first day. All days in such an absence may be reclassified as excused if evidence is presented substantiating medical or psychological necessity.



## DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Special education students who violate disciplinary rules and regulations will be disciplined in accordance with the District's regular students' disciplinary policies and procedures, unless the behavior is attributable to the student's handicapping conditions. Parents of special education students should refer to *Parents' Rights in Brief* from the Illinois State Board of Education.

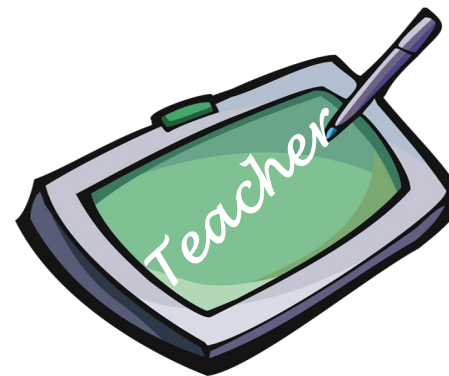
It is the purpose of Pekin Public Schools District 108 to comply with P.A. 89-191 on the use of behavioral interventions for students with disabilities. The fundamental principle of the policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors should be used to the maximum extent possible and are preferable to the use of adverse and more restrictive procedures. All of the procedural protection available to students with disabilities and their parents under the Individuals With Disabilities Education Improvement Act of 2004 (IDEA), including notice and consent, opportunity for participation in meetings, and the right to appeal shall be observed when implementing or developing behavioral interventions.

Copies of the procedures, in entirety, will be given to parents or guardians at the beginning of the school year or after entering school.

## TEACHER Rights and Responsibilities

Teachers should provide the best possible education through a positive classroom climate in which respect for others is shown and taught. Each teacher will enforce discipline both within and outside of the classroom through the use of class and school rules.

Teachers have the right to be treated in a respectful manner, be protected from physical assault, and theft. They have the right to expect students to work up to their potential, to exclude a student from class for misbehavior, and to call for a conference with parents when appropriate.



## Students,

Welcome to the Pekin Junior High Schools.

The purpose of this handbook is to guide you successfully through the 7th and 8<sup>th</sup> grades. It contains many different rights and responsibilities that will enable you to have a safe, meaningful experience allowing you to attain the best possible level of academic achievement.

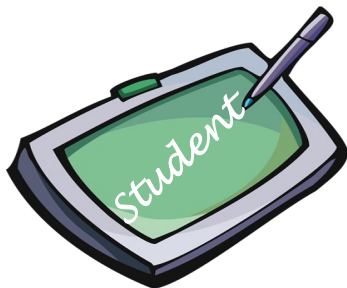
## You have specific rights as a student

### You deserve:

- A challenging curriculum and a written code of classroom rules.
- To be protected from any physical or verbal abuse.
- A school climate free of violence.
- To have adults represent you when in conflict with school authority.
- Due process.
- To be disciplined in a fair and humane way.

## You have specific responsibilities as a student

- Arrive on time.
- Dress appropriately and practice good personal hygiene and safety toward yourself and others.
- Respect the rights of fellow students and school personnel at all school related activities.
- Respect school and community property.
- Obey all school rules, city, state, and federal laws.



# LEVEL FOUR

## Misconduct and Consequences:

The lists below are intended to provide examples of misconduct and consequences appropriate to this level. Teachers and principals may determine that misbehaviors not listed also qualify for this level. Teachers and principals may impose more than one consequence from the list and/or impose comparable consequences not listed here.

### Examples of Misconduct

- ✓ Continued Level Three Acts of Misconduct
- ✓ Possession or use of weapons
- ✓ Setting fires or igniting fireworks
- ✓ Taking property of others with force or violence
- ✓ Furnishing or selling controlled substances
- ✓ Bomb threats
- ✓ Attempting to set false alarms/911 calls
- ✓ Setting false alarms
- ✓ Possession and/or sale of stolen property
- ✓ Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property

### Examples of Consequences

- ✓ Out-of-School Suspension not to exceed 10 school days
- ✓ Suspension of bus privileges
- ✓ Expulsion from school not to exceed the remainder of the school year\*
- ✓ Referral to police or other legal authority

\* Federal law requires that the student will be expelled for one calendar year if a weapon is brought to school or a bomb threat is made.

# LEVEL THREE

## Misconduct and Consequences:

The lists below are intended to provide examples of misconduct and consequences appropriate to this level. Teachers and principals may determine that misbehaviors not listed also qualify for this level. Teachers and principals may impose more than one consequence from the list and/or impose comparable consequences not listed here.

### Examples of Misconduct

- ✓ Continued Level Two Acts of Misconduct
- ✓ Possession, use, or under the influence of alcohol
- ✓ Fighting
- ✓ Use of written/oral racial expression
- ✓ Possession or use of matches/lighters
- ✓ Trespassing
- ✓ Extortion, obtaining other's possessions by threats
- ✓ Possession or use of controlled substances, tobacco, drugs, and/or drug paraphernalia
- ✓ Verbal or written threats
- ✓ Getting off at wrong bus stop
- ✓ Sexual harassment\*

### Examples of Consequences

- ✓ Financial restitution in cases where damage or loss was incurred
- ✓ Temporary removal from class.
- ✓ Referral to police or other legal authority
- ✓ Time-out room
- ✓ Detention
- ✓ Suspension of bus privileges
- ✓ In-School-Suspension
- ✓ Out-of-School Suspension not to exceed 10 school days

\* 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.

# Levels of Conduct

## LEVEL ONE

Acts that are minor, but interfere with normal classroom operation, school operation, and/or bus operation.

## LEVEL TWO

Frequent or serious acts that disrupt the learning climate of the classroom, school, and/or the bus.

## LEVEL THREE

Acts directed against persons or property that may endanger the health and safety of others in the school and which may be in violation of the law.

## LEVEL FOUR

Behaviors so serious as to require action that will result in at least the temporary removal of the student from the school.

### Referring Persons:

- ✓ Principal
- ✓ Teachers
- ✓ Staff member or support personnel (classroom assistants)
- ✓ Secretary
- ✓ Custodian
- ✓ Lunchroom/playground supervisor, or bus personnel, etc.

Whenever a consequence extends beyond the classroom and/or the regular school day, a proper and accurate record of the offense and disciplinary action will be maintained by the referring person.

# LEVEL ONE

## Misconduct and Consequences:

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The lists below are intended to provide examples of misconduct and consequences appropriate to this level. Teachers and principals may determine that misbehaviors not listed also qualify for this level. Teachers and principals may impose more than one consequence from the list and/or impose comparable consequences not listed here.

### Examples of Misconduct

- ✓ Classroom disturbance
- ✓ Defiance
- ✓ Dishonesty
- ✓ Tardiness
- ✓ Playground or lunchroom misconduct
- ✓ Bus misconduct such as being out of seat, having candy or soda, yelling, teasing, profanity, or littering
- ✓ Failure to carry out directions (including homework)
- ✓ Other minor misconduct that interferes with classroom, school or bus operation
- ✓ Possession of any prescription or non-prescription medicines without school permission

### Examples of Consequences

- ✓ Consequences indicated in the approved Classroom Management Plan
- ✓ Conference with Teacher and/or verbal reprimand
- ✓ Withdrawal of privileges
- ✓ Behavioral Contract
- ✓ Notification of unacceptable behavior
- ✓ Conference with parents (phone or in person)
- ✓ Detention
- ✓ Counseling
- ✓ Temporary removal from class

# LEVEL TWO

## Misconduct and Consequences:

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The lists below are intended to provide examples of misconduct and consequences appropriate to this level. Teachers and principals may determine that misbehaviors not listed also qualify for this level. Teachers and principals may impose more than one consequence from the list and/or impose comparable consequences not listed here.

### Examples of Misconduct

- ✓ Continued Level One Acts of Misconduct
- ✓ Forgery or the use of forged notes or excuses
- ✓ Stealing
- ✓ Gambling
- ✓ Vandalism, damaging school property
- ✓ Truancy and/or unnecessary, excessive absenteeism
- ✓ Disrespect or insubordination (refusal to follow directions of school employees)
- ✓ Failure to fulfill an assigned consequence
- ✓ Loitering
- ✓ Bullying, harassment and/or verbal abuse
- ✓ Internet use violation
- ✓ Running by and/or hitting the bus
- ✓ Continuous bus, lunchroom or playground misconduct

### Examples of Consequences

- ✓ Consequences indicated in the approved Classroom Management Plan
- ✓ Withdrawal of privileges
- ✓ Notification of unacceptable behavior
- ✓ Conference with parents (phone or in person)
- ✓ In-School-Suspension
- ✓ Time-out room
- ✓ Out-of-School Suspension not to exceed 10 school days