August 1, 2019

Dear Elementary School Families,

We now have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

1. Limited electronic mail communications with people all over the world

2. Information from government sources, research institutions, and other sources

3. Discussion groups


With this educational opportunity also comes responsibility. You and your child should read the enclosed Authorization for Electronic Network Access (Appendix H) and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the Authorization for Electronic Network Access (Appendix H) with your child. If you agree to allow your child to have an Internet account, you will agree to this when you register online.

Sincerely,

Carrie Brockway, Principal
Authorization for Electronic Network Access
*****Authorization Form*****

I have read this Authorization for Electronic Network Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Date

Student’s Name ___________________________ Grade

Parent/Guardian Name (Please Print): ______________________________________________

Signature

I understand and will abide by the above Authorization for Electronic Network Access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to-public networks, I hereby release the School District and its Board members, employees, and "agents" from any claims and damages arising from my use of, or inability to use the Internet.

DATE:____________________________________

USER SIGNATURE

(if student is unable to write his/her name, parents can sign the student’s name.)

You will agree to these terms during online registration.
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August 1, 2019

Dear Pecatonica Elementary School Students and Families,

Welcome to Pecatonica Elementary School!

The exceptional staff at Pecatonica Elementary School is here to help you, motivate you, support you, and inform you. In fact, that is the reason for this student/parent handbook. In the pages that follow, you will find helpful information designed to set you up for success. You will be informed of the resource people who are here to give you assistance. You will become acquainted with the different procedures that help our school to operate smoothly. You will learn the rules and policies, which will encourage you to model the good behavior expected by your family and our staff. Please note that no attempt has been made to include all aspects of the school’s procedures. Various situations arise from time to time that will be addressed on an individual basis.

If you have any questions or concerns, don’t hesitate to give us a call at 815-239-2550, drop us a note, or stop by the school. Positive communication between home and school is essential, and we will do everything possible to keep you informed. Your student will bring the “Thursday Communicator” home on Thursdays. This reusable envelope will contain information from your student’s teacher(s), as well as information from the Elementary School Office and from the District. The Communicator will contain information from student-centered organizations that are designed to enhance the learning experience for our students. We hope that this communication tool will expedite your review of school news, dates, and activities related to your student’s education.

Pecatonica Elementary School has a great deal to offer to its students and their families. The professional and support staff are committed to excellence in education. We believe that our students can have positive and constructive fun as they prepare to be lifelong learners and productive members of a global society.

On behalf of all the staff at the Pecatonica Elementary School, we send our best wishes for a great year!

Your partner in education,

Carrie Brockway Principal
## BOARD MEMBERS

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<td>Mr. Bob Ackerman</td>
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<tr>
<td>Mrs. Kim Greene</td>
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## ADMINISTRATORS

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<td>Elementary School Principal</td>
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<td>Mr. Todd France</td>
<td>High School Principal</td>
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<td>Mrs. Heather Baker</td>
<td>Curriculum Director</td>
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Elementary School Faculty & Staff

**Principal**
Mrs. Carrie Brockway

**School Secretaries**
Mrs. Kathy Bell
Mrs. Tracy Steinborn

**Student Support**
Mrs. Jill Folk
Ms. Liz Himes
Mrs. Sarah Kuperus

**Art**
Mrs. Rachel Hamblock

**General Music**
Ms. Tammy Durand

**Library**
Mrs. Dee Hickman

**SuccessMaker Lab**
Mrs. Laura Holub

**EC/PreK**
Nina DeLaGarza

**Kindergarten**
Mrs. Crystal Brauer
Mrs. Sarah Dulaney
Mrs. Megan Garcia
Miss Diana Wiemer

**1st Grade**
Mrs. Randi Carlson
Mrs. Kelly Smallwood
Mrs. Laura Wanke

**2nd Grade**
Ms. Dawn Lucas
Mrs. Katie Wadsworth
Mrs. Wenstrom

**3rd Grade**
Mrs. Gretchen Lagerhausen
Miss Emily Speers
Mrs. Ashley Ziegler

**4th Grade**
Miss Kasey Benson
Mrs. Amanda Brandenburg
Mrs. Ashley Hoover
Mrs. Chelsea Rawhoof

**Building & Grounds Director**
Alan Olson

**Reading Support**
Mrs. Tina Clark

**Resource**
Miss Lexi Kohout
Miss Emily Myers
Mrs. Katie Sneek

**Speech Pathologist**
Mrs. Kim Nesemeier

**Nurses**
Mrs. Andrea McGrew
Mrs. Julie Drake

**Food Service Director**
Mrs. Connie White

**Kitchen Staff**
Mrs. Nancy Christy
Ms. Wendy D’Agostin
Brenda Weires

**Custodians**
Mrs. Laurie Turner
Mr. Dale Tunak

**Transportation Director**
Mrs. Sue Siemens
EDUCATIONAL PHILOSOPHY

The primary purpose of our schools is to provide students with varied experiences so that they will obtain the fundamentals of education and are able to recognize and respect responsibilities as American citizens. Our goal must be to try and provide the basic experiences for successful living within our democracy as well as to try to teach the fundamental skills and knowledge which lead to a positive integration of the individual and society.

With such ideals in mind, the schools of Pecatonica shall utilize the human potential of the staff, students, and community as noted:

- Provide for physical fitness and the acquisition of recreational skills.
- Provide for sound mental development through self-understanding and the understanding of other people.
- Provide opportunities to develop concern for American ideals so that one may become an effective citizen of community, state, country, and world.
- Provide training in language for effective communications.
- Provide the opportunity to develop computational skills.
- Provide opportunities to understand and use to advantage the physical forces and resources of the environment.
- Provide courses which will be useful because of their practical nature.
- Provide opportunities to promote appreciation for the arts, for relaxation, for recreational interests -- to offer the creative a way to succeed.
- Provide career orientation and basic marketable skills.

Pecatonica C.U.S.D. #321
Mission Statement

The mission of the Pecatonica School Community is to continue to provide students with the necessary abilities, which will enable them to become positive, informed, contributing citizens in a global society.

To that end, educational professionals and others in the community will provide a positive educational climate while continually seeking innovative curricular programs and strategies designed to challenge and prepare our students to become lifelong learners in an ever-changing society.
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 5% of school days (an average of 9) 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 monthly by Elementary 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 a.m. 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.

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 may be considered unexcused.

Please remember, if your student has a medical or dental appointment that requires him or her to leave school early or come in late, you must present written documentation upon returning so that your child’s attendance can be accurately recorded. Absences will be excused for a reasonable portion of the school day. Example: If a child has an 8:30 a.m. appointment in Chicago, that appointment would be considered excused for the day. If a child does not return to school from their appointment in a reasonable amount of time, the school reserves the right to make that absence unexcused.

The Pecatonica Elementary School is required by law to record and monitor student attendance. Attendance is reviewed weekly by Elementary School Staff and a representative of the Regional Attendance Cooperative. If a student misses 5% of the day’s 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.

Students involved in after school activities must be in attendance a full day to be eligible to participate in that activity. Any after school activity is any event taking place outside the 7:55 a.m. - 3:05 p.m. school day. This includes practice, rehearsal, sporting events, music events, etc.

Call 815-239-2550 Ext. 4 to report your student’s absence.
**Absenteeism Due to Illness** - If your student is out of school for three (3) consecutive school days, a note is required from a doctor. **To excuse the absences**, 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 that 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 symptom free for 24 hours.

**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 Elementary 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 your child’s classroom teacher and 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 to the Principal, 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. If written request isn’t submitted to Principal 5 days before the absence, the dates may be considered unexcused absences. 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. Families will need to make arrangements with their child’s teachers for make-up work UPON THEIR RETURN. Makeup work will NOT always be given prior to the absence. Due to the nature of elementary education, the need to adjust instructional pace based on student mastery of skills, individual learning style and conditions outside the school’s control, the Elementary Staff prefers to not prepare assignments prior to the vacation. It is preferred to have the student complete the makeup work when she/he returns to school. Teachers and families will work together to determine what is best for the individual student. A timeline for make-up work completion will also be determined by the family and teacher(s) working with a maximum of 1 day for each missed day of school. The Elementary 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”* - Students who participate in “Take Your Child To Work Day,” must submit a written note, stating the reason for the absence, the location of the “Take Your Child To Work Day” program and the date of the absence. **Prior approval is mandatory.** In addition, the student must submit a one (1) page written essay to the Elementary School Principal. The essay must be submitted within two (2) days of the absence. This essay must describe:

- The business name, address, phone number
- Summary of the day
- Information provided about 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 Elementary School office before going to their classroom.

Oversleeping, missing the bus, etc. will be considered an unexcused tardy. An unexcused tardy will be documented. When a student receives his/her third unexcused tardy within a grading period, parents will be notified by letter of this action. 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.
ACCIDENTS

IN SCHOOL
School personnel will care for all minor first aid. If an illness or accident requires more than minor first aid, a parent, guardian, or persons designated “Emergency Contacts” by the parent will be notified. At the time the student is released to the designated adult, he/she assumes responsibility for the student. If the use of an ambulance is necessary, permission from the parent/guardian will be obtained if at all possible. The safety of our students is of the utmost importance, and securing that safety and well-being of our students will take precedence in any emergent situation.

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. Students must be “symptom free” for 24 hours before they return to school.

ADULT VOLUNTEER HELPERS
We encourage parents and adults to help us with our school programs in the classroom, learning center, cafeteria, field trips, and playground. 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 on file in the Elementary School Office prior to volunteering. Volunteers must check in and out in the Office. Volunteers are assigned to areas of need. We cannot assure the volunteer will be placed in his/her child’s classroom.

AGE
In order to be enrolled in kindergarten in Pecatonica Community Unit School District # 321 a child must reach his/her fifth birthday on or before September 1 of the current school year.

ARTICLES PROHIBITED AT SCHOOL
These items cannot be brought to school (unless approved by a teacher or administration):
any item(s) that can be harmful to one’s self or other students
any item(s) that chronically causes disruption
CD players/radios/MP3 players
electronic games
laser pointers
pocket knives
weapons/lookalike weapons/toy guns
skateboards/roller blades/shoes with built-in wheels
any type of trading cards/trading card albums
bikes/scooters
handheld gaming devices (i.e. Nintendo DS, etc.)
remote control toys
expensive jewelry

These types of items can cause problems and/or become lost, stolen, or broken. Please 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 classroom or the office. The item will be sent home at the end of the day, or held until a parent/guardian comes to collect it.

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.

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**BICYCLES**

Due to the amount of vehicular traffic and student inexperience, students in K-4 **may not** ride bicycles to school.

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**BIRTHDAY INVITATIONS/PLAYDATES**

A child may NOT pass out birthday invitations or play date arrangements at school unless he or she is inviting all of the students in his or her class, or all of the same gendered students in his or her class. The Communicator will NOT be used to facilitate the passing of birthday invitations to students. Birthday invitations/activities may not cause a disruption to the learning environment. This includes inviting some, but not all of the students in other classrooms, as well as passing information from one family to another using the Communicator if all families are not included, or parents passing out treats in the classroom during the school day. Treats may be dropped off in the office, or sent to school with your child to pass out at the teacher’s discretion. When communication is sent from one family to all of the students in the class, with the exception of party invitations, administrator approval is required.

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**BOOK RENTAL FEES**

Please pay fees by September 1st of the current school year. If you are unable to make payment by this time, please contact the Building Administrator to discuss payment plans and qualifications for a fee waiver. The book rental fee is for normal use of the books assigned to the student. The student must pay for books or equipment that is lost or severely damaged.

Applications for fee waivers are available at the Elementary School Office. These forms need to be filled out by the parent/guardian and returned with requested documents. The fee waiver request should be filed in the elementary school Office no later than September 1st.

All students are responsible for charges that may result from lost and damaged books, locks, materials, supplies and equipment.

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**BUILDING USAGE**

Requests to use the school building by organized groups must be completed and approved in advance by the building administrator, the District Athletic Director and the Building and Grounds Director. School events and service organizations will take priority over private use. There is a charge to use the requested space. Contact the building administrator for more information.

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**CELLULAR TELEPHONES**

Please see TELEPHONES below.

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**CHANGE OF ADDRESS/PHONE**

Please notify the teacher and office, **in writing**, of any change in address, phone numbers or emergency contact information as soon as possible. We need up to date records so that we can notify parents in case of an emergency. Residency must be proven for the new address within 30 days of the move, or the student is subject to removal from school due to non-resident status.
CHEATING AND PLAGIARISM

Cheating is defined as knowingly copying another person's work and presenting it as your own or taking a test or quiz for another person. Plagiarizing is defined as knowingly using copyrighted material without identifying its source. Students who are guilty of either of these offenses will receive a zero on that particular quiz, test, project, paper, etc. They may also be subject to disciplinary action.

CHECKS

There is $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 the rest of the school year.

CLOSED CAMPUS

Each day, students must stay on the school grounds from the time they arrive until they are dismissed.

COMMUNICABLE DISEASES

Any student suspected of having a communicable disease, or living with persons thus affected, shall not be permitted to attend school unless a doctor specifically approves such attendance. The parent or guardian should notify the school of any diagnosed or suspected cases of communicable diseases, such as chicken pox, three-day measles, mumps, scarlet fever, strep throat, pink eye, impetigo, lice (See also Lice), ringworm, etc. Students who exhibit any of the symptoms listed below should not attend school:

1. Fever
2. Contagious skin conditions
3. Sore throat with fever
4. Vomiting
5. Diarrhea
6. Other health concerns that distract a student from learning

Students who have left school due to illness may not return the same day they went home ill. Students may not return for after school, extra-curricular and/or evening events until they have been symptom free for 24 hours. This includes vomiting, fever, and other symptoms. If your child has recently been ill, please be aware of the following guidelines for determining if your child should return to school:

1. He/she should be free of any fever for at least 24 hours without medicinal intervention, i.e. Tylenol or ibuprofen.
2. He/she should be free of vomiting and diarrhea for at least 24 hours.
3. He/she should be taking an antibiotic for at least 24 hours (if prescribed) before returning to school.
4. He/she should be using prescription eye drops for conjunctivitis (pink eye) for 24 hours.
5. He/she should be home for at least 5 days after the appearance of a chicken pox rash or until all blisters have scabbed.

To help keep your children healthy, make sure they have plenty of rest and nutritious diet. Also, make sure they are dressed properly when playing outside. The single most important thing you can do to keep children free of illness is to teach them the proper way to wash their hands. Make sure they use soap and rub their hands together for at least 15 seconds. They should then rinse their hands in running water and dry them thoroughly.

Please contact the school nurse at 815-239-2550 Extension 1178 for clarification or additional information.

CONFERENCES WITH TEACHERS

Communication between home and school is an integral part of a student’s education. When a conference is desired, please schedule an appointment with your child’s teacher. A scheduled conference will minimize instructional interruptions.
and insure the teacher is available to meet with you. If you desire to contact a teacher, please call 815-239-2550 and enter the teacher’s extension to leave a voicemail message. You may also contact the teacher by email or sending a note with your child. By scheduling an appointment at least 24 hours in advance, your child’s teacher(s) can gather the requested information and insure that other staff members who work with your student are available to address your questions. Teachers, like other professionals, are unable to stop their work, i.e. providing instructions, working with individual students, conferencing with another parent, supervising students and/or attending scheduled meetings, to conduct unscheduled conferences. Your cooperation and consideration are appreciated.

In November, each family has the opportunity to discuss their child’s progress at an individual conference with the teacher. Families will schedule their conference time at “Meet the Teacher” Night. Studies indicate that the educational success of your child is a joint venture between the school and the home. It is the goal of the Elementary School staff to keep productive, goal-oriented lines of communication open. It is important for families and teachers to communicate if there are problems in academic, social, or emotional areas. Thank you for your cooperation.

**COMMUNICATION**

Elementary School Families will receive a “Thursday Communicator” envelope on most Thursdays that school is in session. When you receive the Communicator, please remove the information from the “Thursday Communicator” envelope, sign the envelope on the appropriate date line, and return the “Thursday Communicator” on Friday with your child. Every student is required to bring the “Thursday Communicator” back and forth, signed by a parent/guardian each week. Students who do not return a signed “Thursday Communicator” by Tuesday of the following week will be charged $1.00 to replace the missing “Communicator.”

**DETENTIONS**

Detentions may be assigned for a variety of reasons. Certified staff members, the principal, and her/his designee may assign detentions. Support staff (lunch supervisors, classroom aides, etc.) can recommend detentions. If a detention is necessary, it may be scheduled during the student’s recess, P.E., Art, Music, or immediately before or after school. The length of the detention will be based on age appropriate practices and severity of the misconduct. School staff members supervise detentions. Parents will be notified a minimum of twenty-four (24) hours in advance of the assigned detention dates and times if they are outside the 7:55 a.m. – 3:05 p.m. school day. Students must attend the detention on the date and time they are assigned. Students missing detentions may be subject to further detention time. Assigned detentions will not be changed due to forgetting, appointments, extra-curricular activities, transportation arrangements, or not making alternate arrangements ahead of time.

**DISMISSAL PROCEDURES**

On regular school days, students are dismissed at 3:05 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.

Use caution when driving to or leaving the school. Buses load and unload on Reed Street, located on the east side of the building. There is no other traffic or parking allowed on Reed Street from 6:30 a.m. through 3:00 p.m. Parents who bring their child or children to school will drop off on 6th Street, located on the north side of the building. For your child’s safety, we ask that you drop your student off at the south curb. There is no parking allowed on the south side of 6th street from 6:30 a.m. – 3:00 p.m. If you need to get out of your vehicle for any reason, please park in a designated parking space. No private vehicles may drop off students on the west side of the building (Division Street), unless the vehicle is parked in a designated parking space. Buses will drop off Early Childhood and Kindergarten students off on the east curb of Division Street. Before and after school times are very busy, so please use extra caution during these times. We all want our children to come to and return from school safely.

**DRESS**

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 had 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, unless it is a classroom or school pajama day
- 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).
- Skirts and dresses must be longer than fingertip length.
- 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

Elementary School Administration will have discretion over what constitutes appropriate clothing at school. If there is a concern about an article of clothing, a family member will be contacted to discuss a plan of action.

Personal grooming and dress are the responsibility of the students and their parents. Students may dress themselves according to their and their parent’s personal tastes **AS LONG AS SUCH DRESS AND GROOMING DOES NOT PRESENT HEALTH OR SAFETY HAZARDS, OR SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS.** Students are expected to dress in a neat, clean and reasonable manner.

### EARLY DISMISSAL DAYS

Students at the Elementary School are dismissed at 11:05 a.m. or 1:35 p.m. on early dismissal days. Early dismissal dates will be indicated on the school calendar and in the Elementary School newsletter.

### EARLY RELEASE FROM SCHOOL

Students who leave school before 3:05 p.m. must have a note of explanation, signed by a parent/guardian and delivered to their classroom teacher. For safety reasons, a parent/guardian, or other designated adult **must come inside the Elementary School Office to pick up and sign out the student.** In addition, for the students’ safety, 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 up the student. 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, the student, accompanied by an adult must check in the school office before returning to class. To reduce classroom interruptions, students will be called to the office to meet the designated adult upon the adult’s arrival.

### EMERGENCY CONTACT INFORMATION

Emergency contact information must be filled out completely and signed by a parent/guardian upon enrollment of each student. 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 Elementary School Office immediately.** Students will be released to only the individuals listed on your enrollment information. If there are any changes, or it is necessary for someone else to pick up a student, a written note from the parent is required.
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 to cover the cost of the damaged article and may receive discipline. It is advisable to supply your child with a backpack to protect books and materials carried to and from school in bad weather.

EXAMINATIONS (PHYSICAL, DENTAL, AND VISION)

Physical Examinations: 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 is entering the public school. If a student does not attend kindergarten, the same requirements must be met prior to entering first grade. These requirements must be met before October 15th. If the physical is not on file by October 15th, the student may be excluded from school until the situation is remedied and the nurse’s office has a copy on file.

Dental Examinations:
All children in kindergarten, second grade and sixth grade are required to have a dental examination. Proof of having been examined by a dentist must be on file by May 15th. If proof of a dental examination is not on file by May 15th, the student’s report card is held until one of the following occurs:

(I) the child presents proof of a completed dental examination
(II) the child presents proof that a dental examination will take place within 60 days after May 15th
(III) a waiver that demonstrates that a dental examination would cause an undue burden or that there is a total lack of access to a dentist.

Eye Examination: All children entering Kindergarten must have proof of having an eye examination completed by a physician licensed to practice medicine in all branches or by a licensed optometrist. This paperwork needs to be on file by October 15th. The eye examination must include history, visual acuity, subjective refraction to the best visual acuity near and far, internal and external examination, a glaucoma evaluation, as well as any other tests or observations that in the professional judgment of the doctor are necessary.

FEES

Registration (book) Fees
Early Childhood – Grade 4 $100.00
Milk
Per Carton during Lunch $.40
Snack Milk (optional)
   Full Year
   Semester 1 Starts August 21, 2019
   Paid in full by the 1st day of school
   Semester II Starts January 4, 2020
   Paid in full by January 5, 2020
   Snack Milk Does Not Meet Requirements for Free and Reduced Status
Snack Milk must be PAID IN FULL by Semester. Partial/Day to Day payments cannot be accepted. If not paid by August 24th, snack milk will not be available until 2nd semester.
Hot Lunch
Students $2.90
Adults $3.35
Ala Carte
   Milk $.40

Information and Applications for Free and Reduced Lunch are available online or at the Elementary School.
FIELD TRIPS

Field trips can enhance the students’ educational, cultural, and social growth. A parent permission form must be on file before the student may leave on the field trip. 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 trips are planned at the discretion of the teacher and administrative approval. Many destinations limit the number of people that can attend. **While we appreciate parents’ willingness to volunteer as a chaperone, we cannot accommodate all interested parents.** When acting as a chaperone, non-school age children are not allowed to accompany you.

FIRE, DISASTER, and SAFETY DRILLS

Several fire, disaster and safety drills are held during the school year. These drills take place throughout the year. If Winnebago County is under a tornado warning, the students will not be dismissed from school until we have officially received an all-clear notice.

GYM SHOES

Students are expected to have a separate pair of tennis shoes for gym activities and may not wear the shoes they normally wear to school.

GUM AND CANDY

Chewing of gum and eating candy during regular school hours is discouraged. Classroom teachers may make exceptions to this policy as they feel appropriate. Elementary School staff may ask a student to throw out any gum or candy that is interfering with the educational process.

HOMEWORK

Homework will supplement and reinforce what has been taught and practiced previously 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 Elementary School Staff’s objective to assign homework that practices academic learning, fosters positive school-home communication, and develops the “homework habit.” Teachers in grades K-4 will communicate homework routines/expectations to students and families. The average student will have homework time equivalent to 10 minutes times the Grade Level, e.g. 4th grade X 10 Minutes equals 40 minutes of homework per night. Please keep in mind this is only an average. Thirty minutes of daily reading, or preparation for projects or tests are not included in this time frame. Homework will provide additional practice of a skill or concept that the student has had an opportunity to practice in class monitored by the classroom teacher. Most homework is designed to be completed by the student independently, but some work will require adult participation and cooperation. **If your child is spending more than two hours on homework, please contact the classroom teacher to schedule an appointment to discuss this situation.** **Unless your child has not been putting forth his/her best effort, after working two hours on homework, please indicate where your child stopped and how long he/she worked on the homework.** Homework assignments will be monitored and feedback provided to the student in a timely fashion. Since the objective of homework is for students to have additional practice of skills that they have learned in class, at the classroom teacher’s discretion, not all homework grades will be included in the student’s final progress report.

Much of the learning environment at PES involves students’ interaction with their teacher and their peers, including daily small group reading instruction, hands-on mathematics lessons, and cooperative learning. Because most classroom
activities are collaborative, there isn’t a lot that a parent could make up at home with his or her child. Also, if a child is too sick to attend school, he or she is likely too sick to put his or her best effort into makeup work. Bearing this in mind, the school will gladly accommodate requests for make-up work due to illness. Families may request homework for students. If you want missed work prepared, contact the Elementary School Office by 8:30 a.m., to request this work. This requested work may be picked up at the Elementary School Office between 3:05 p.m. and 3:30 p.m., unless other arrangements have been made with the student’s teacher(s). Requests for assignments for homework after 8:30 a.m. may not be ready until the following day, due to the teacher’s teaching responsibilities and classroom schedule. Materials may be sent home with another student.

See also: “Make-Up Work”

**HOT LUNCH PROGRAM**

Hot lunches are available starting the first full day of school until the last full day of school. **When sending lunch money to school, please send the amount of money sent, in an envelope marked with your child’s name, grade, and homeroom teacher.** Please pay for lunch one week, or longer, at a time. You may pay for your child’s lunch by the month. Please send the amount in cash or by check. When sending money for multiple siblings in the Elementary School, please clearly indicate how much money you would like to have allocated for each child. Free and reduced price lunches are available upon review of a completed application. These application forms can be found on our website or in the Elementary office. Income eligibility requirements are established by the federal government, not by the local school district. Approval for reduced price or free lunch is granted for a school year.

Our lunch software allows families to place money on account to pay for their children’s lunches. An at-home component allows parents to view the child’s current lunch account balance. With this software, students wait time in the lunch line is minimized, and we have an accurate accounting and state reporting system. We ask that you deposit money into your child’s lunch account in increments of $5. Lunch balance notices are emailed to you when your child’s balance is below zero. If your child’s lunch balance falls below negative $5.80, he or she will receive an alternative lunch. Please make sure to regularly check your child’s account balance and to deposit as needed if your child takes hot lunch often. Our lunch software allows you to keep money in your child’s account for the days that he or she may accidentally forget a cold lunch at home or when a special lunch he or she really likes is served. All money in the account at the end of the year rolls over with your child to the upcoming grade.

**KINDERGARTEN SCREENING AND REGISTRATION**

District 321 offers academic readiness screening, as well as speech, vision, and hearing assessments for all children who will turn 5 on or before September 1 of the upcoming school year. While academic placements are never made based solely on the criteria of a child’s age, no child will be screened for early entrance to Kindergarten with a birth date later than September 5 in keeping with the district’s philosophy of child growth and development. Being screened for placement in Kindergarten does not ensure that a child will be placed in a Kindergarten class for the upcoming school year, and the decision of Kindergarten placement is at the sole discretion of the screening team, comprised of the building principal, classroom teachers, school nurse, and speech pathologists. Kindergarten screening usually in the spring of each year and allows the District to make informed decisions about student and staffing needs, adequately planning for the upcoming school year.

**LABEL YOUR PROPERTY**

Mark your child’s outer garments (tennis shoes, hats, caps, boots, raincoats, mittens, gloves, etc.) and all possessions (lunch pails, lunch sacks, school supplies, and backpacks) with her/his name and grade in permanent ink. Misplaced articles are more easily returned when labeled with this information. A considerable amount of usable clothing and school supplies are collected each year. All unclaimed items are turned over to charitable organizations at the end of each quarter.

**LATE ASSIGNMENTS**

Assignments are expected to be given to the classroom teacher on the designated due date. Students in grades 1-4 will be
required to complete an assignment notebook daily. **Students will bring this assignment notebook home for your review every day.** Classroom teachers will determine consequences for late homework. This may include, but is not limited to completing homework during recess time, or during art, PE, music and library times. Students may be asked to stay after school to complete late work. Families will receive written notice 24 hours prior to the student staying after school. If you have any questions about the homework, missing assignments or the time needed to complete homework, please contact your child’s classroom teacher.

**LIBRARY LEARNING CENTER**

On a weekly schedule, students go to the Learning Center 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 on the first week. Overdue lists will be delivered to all teachers, and individual notices will be delivered to elementary students. This list will indicate the title of the book and the due date. Please make returning library books on time a priority.

**LICE**

1. When a student is found to have an active infestation of head lice as defined by the presence of live bugs or nits, the parent or guardian will be notified. The nurse will make a professional judgment regarding exclusion arrangements depending on her assessment of the situation. The student may remain in the classroom and go home at the end of the day if only nits are found. Students will be expected to be checked in by the nurse or other trained staff member after appropriate treatment has been received at home. A parent or guardian will be expected to bring the child to school for the readmission check.
2. Our healthcare staff will educate the parents about head lice treatment and control with verbal and/or written instructions.
3. Teachers will be notified when a student in the classroom has head lice. A letter will be sent to the children’s parents/guardians of the affected classroom. The letter will provide recommendations for health care.
4. Upon readmission to school the student will be checked by the school nurse. If the student is found to have continued active infestation (live bugs and/or no progress in nit removal) the parent will be instructed to take the student home for further treatment.

**LOCKERS/CUBBIES**

Lockers/cubbies/hooks/bookbag area are 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. Locks may not be added to the school lockers.

**LOST AND FOUND**

Pecatonica Elementary School makes every effort to help students safeguard their valuables. All lost articles will be placed in the lost and found. Quarterly, all unclaimed items are donated to a local charity.

**LUNCHROOM RULES**

Students are required to exhibit the appropriate manners in the cafeteria. This includes sitting in one’s assigned area, quietly eating one’s own lunch, obeying cafeteria supervisors, and other directions given by those supervisors. Repeated infractions in the cafeteria will result in an office referral and parental contact. Students may receive the following consequences for cafeteria misbehavior:
One of the most important lunchroom rules is to obey our “traffic signal” noise monitor. This sensor-driven tool objectively monitors the noise level in the cafeteria. When the stoplight is green, the noise level is appropriate for the setting. When the stoplight turns yellow, the noise level is approaching an inappropriate level and this is a cue to students to quiet down. If they become quieter, the light returns to green. If they do not quiet down, the light will remain yellow. If the noise level increases, the yellow light will begin to flash, and all students are to become silent, give their full attention to the lunchroom supervisors, and raise their hand until the light stops blinking. If the students disobey that signal, the light will turn red and the buzzer will go off. If this happens three times in a lunch period, the students will need to eat lunch silently for the rest of the lunch period. The noise level to which the light’s sensor has been set allows for all students in the cafeteria to speak to those around them in a normal tone of voice. If students are using their “outside voices” or yelling across the tables to one another, this is inappropriate for the lunchroom and may cause the noise monitor to change colors. Students are encouraged to socialize at lunch, but shouting in the lunchroom is unacceptable and will not be tolerated.

### MAKE-UP WORK

Students who are absent from school with valid cause will be considered excused (up to a total of 10 excused absences) and are entitled to all 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 may pick-up their work when they return. The student has an equal number of days to the number of days they were absent to complete the work for full credit.

Work not completed on time may have points deducted.

Students who are absent from school without valid cause will be considered unexcused. They are expected to do the make-up work to master the material presented, however, they may not receive full credit for the completed work.

### 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. In addition, some materials may need to be replenished during the course of the school year.

### MEDICATION

Medications (prescription and “over the counter”) cannot be given 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. Special conditions are in place for asthma patients. Please contact the school nurse for information about asthma medication dispensing. **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 I: MEDICATION AT SCHOOL PROCEDURES
MID-TERM REPORTS

Midterm reports will be sent home in the middle of each grading period for any student whose academic performance or classroom behavior is a concern to the teacher. This includes any child receiving a grade of 2, 1, or a 0, a child whose grade has dropped one or more numeric levels since the last report card was sent, a child whose overall performance has changed significantly, or a child whose school behavior is a disruption to himself or others. The purpose of the mid-term report is to communicate student progress and potential problems. If there are concerns about progress, please contact your child’s classroom teacher to schedule an appointment to design an action plan to address the concern. With encouragement and help, the student may be able to improve his/her grade before the next report card comes home. Midterm reports will be sent home with the student in the “Thursday Communicator.” Please sign and return midterm reports to school no later than the following Monday.

MILK

Money for snack milk must be paid in full on a semester or yearly basis. Teachers do not keep money in their rooms to make change. Snack milk is available during the morning or afternoon hours for grades K-4. Milk for cold lunch students may be purchased separately through the lunch program.

NON-RESIDENT PUPILS

Students who do not live with a biological parent or legal guardian in the Pecatonica School District must pay tuition. Pecatonica School reserves the right to request residency information and use available resources to verify the submitted information. If it is determined that the student is not a resident of the Pecatonica School District, the family will be charged tuition for the number of days attended. Providing false information is a Class C misdemeanor, and the School Board reserves the right to file charges in these situations. Information about tuition can be obtained from the Elementary School office.

Also see Appendix P: 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 Elementary School. PTO meetings are held monthly at the Elementary School. The meetings are also announced in the Thursday Communicator. The PTO has made it possible for teachers and students to access educational materials. The PTO sponsors the very popular “Santa’s Workshop” in December. Santa’s Workshop provides an opportunity for students to “shop” for gifts for members of their family. The PTO raises funds through a variety of methods. The students and staff of the Pecatonica Elementary School are thankful for the PTO’s tireless support of the Pecatonica Schools.

A PARENT’S RIGHT TO KNOW

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

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

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

**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**

To exclude a student from going outside for recess or participating in Physical Education classes for more than two days, a written note from the doctor is required. The note should state the reason for and duration of the exclusion. When it is determined that the student may resume regular activities, a note from the doctor stating that the student may participate in outside activities and Physical Education activities is also required. While the student is unable to participate in Physical Education activities, an in-class assignment related to the Physical Education activity will be assigned at the teacher’s discretion. A daily note from a parent/guardian may be used to excuse a student from outside activities or PE for a total of two days.

**PRESCHOOL SCREENING**

District 321 offers speech, vision, hearing, and developmental screening for preschool children from three- to five-years of age. We encourage all families with preschool age children to bring their children to screening, regardless of whether or not there is a developmental concern. While this screening is used to help identify children who may require special assistance or who might need additional testing, it is also an opportunity for parents to discuss their child’s growth and development with the screening team. The team can give suggestions for how to best foster the child’s learning at home, activities to support their academic progress, and a plan that will help make the transition to kindergarten as smooth as possible. It also allows the School District to estimate future student enrollment. Screening services are normally provided in the spring of the year. Pecatonica School District will also screen children from birth to age 3 upon parent request if developmental concerns have arisen.

**RECESS**

On play areas and school grounds, Pecatonica Elementary School Students will exhibit the stated expectations on the behavior matrix. Students who exhibit these behaviors may receive positive incentives. Those students who repeatedly exhibit behavior contrary to the behavior matrix, may be:

1. Given a verbal and/or written warning.
2. Asked to sit out of an activity for a developmentally appropriate time.
3. Miss recess the following day.
4. Referred to the building principal, or his designee.

Pecatonica Elementary School Students WILL NOT engage in the following activities:

- Disobeying, disrespecting supervisors, other adults or students
- Bullying, intimidating, and/or threatening other students
- Crossing any of the streets that border the school on the north, south and west
- Throwing hardballs, rocks, snowballs and/or other dangerous items
- Fighting, kick-boxing, or play fighting
- Using racial slurs and/or inappropriate language
- Bringing food and/or drink outside
- Damaging school property or the property of others
- Playing in the parking lots, or other areas that are not designated as play areas
✓ Participating in trading and/or selling of any items, e.g. baseball cards, candy, Pokemon, etc.
✓ Using playground equipment inappropriately, or acting in a way that endangers themselves and/or others

CONSEQUENCES FOR NOT FOLLOWING RECESS RULES

The following actions are disrespectful and/or harmful to others. The following consequences may be assigned to students who are unable to play safely and exhibit the above-stated expected behaviors. Severity of the behavior may result in immediate referral to the principal and/or parental contact.

1. Conference with supervisor
2. Time out in a designated area on the play area or at lunch
3. Referral to classroom teacher
4. Referral to Elementary School Administration or designee.
5. Parental contact

Minor playground misdeeds and infractions are recorded by the playground supervisor(s) that is given to the classroom teacher each day. This allows for the playground supervisor to enforce immediate minor consequences (i.e. missing a small portion of recess) and for the classroom teacher to be aware of misdeeds. Minor referral data is used to chart intensity and frequency of behaviors. If a student’s name is repetitively recorded more than once a week for minor misdeeds, this will be a topic of discussion with the grade level Professional Learning Community (PLC) team and Mrs. Brockway to chart a plan to help the student be successful in making good choices on the playground. Plans will be created and updated frequently to ensure students’ success. The existence of a plan does not exempt a student from consequences, but rather helps track the frequency and intensity of playground problems. It is our goal to create a community of learners who play appropriately and make good choices while playing on the playground.

INSIDE/OUTSIDE RECESS:
The following policy is in place regarding recess breaks and lunch recess.

1. Students will go outside as long as the temperature is 5 degrees or above, including the wind chill factor. Your child must come to school properly dressed to go outside. This includes boots, coats, caps, snow pants, and snowsuits as appropriate.
2. The condition of the playground will also be a determining factor.
3. Other inclement weather factors will be considered when determining inside or outside recess.
4. Students will go outside to play whenever it is possible and does not put the child’s health at risk.
5. Notes to keep your student inside will be honored for two days. If it is necessary for your child to remain indoors longer than two days, a note from your doctor is required. If your child stays inside, (s)he will be assigned to a supervised area to participate in a constructive activity such as doing schoolwork or reading a book.

Please send your child to school properly dressed for the expected weather conditions. This may include boots, coats, caps, snow pants, and snowsuits as appropriate.

REPORT CARDS

Report cards are distributed four times throughout the school year. Students will receive their report cards on the Thursday following the end of the nine-week grading period. Report cards will come home in the “Thursday Communicator.” These dates will be indicated on the school calendar and in the weekly Thursday newsletter.

The report card envelope must be signed by a parent/guardian and returned to the student’s classroom teacher within five (5) days after distribution. If you have questions, or concerns about your child’s report card, please contact your child’s classroom teacher to schedule an appointment to discuss your concerns and put an action plan in place. The fourth quarter report card and cover do not need to be signed and returned.
RETENTION POLICY

Decisions to retain or promote students are based on successful completion of the curriculum, attendance, performance on Measures of Academic Progress testing (MAP), and/or other testing in addition to other criteria established by the Pecatonica School Board and/or the Illinois State Board of Education. 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.

GRADES K-4

Students will be considered for retention if they are significantly below grade level in reading and/or arithmetic. Significantly below will be determined through an examination of students’ collected benchmark work, performance on subject assessment instruments, and whether the minimum competencies of the grade level are met, or whose maturity is perceived to have an impact upon academic or social behaviors. It is our building philosophy, supported by research regarding the effectiveness of retention, that retention in Kindergarten or first grade is the most beneficial time to enhance a child’s school performance. Therefore, with our early intervention efforts in Kindergarten and first grade, the failure to meet social-emotional criterion is also grounds for possible retention. Sometimes the gift of time, another year to mature and blossom in the early intervention programs we offer in grades K and 1, are all a child needs to get that boost on the road to success.

Parents will be notified that a student is considered for retention. The classroom teacher will express verbally and in written form the potential for the student to be retained. The final decision will be determined by an analysis of the student’s performance and demonstrated abilities by the classroom teacher, building level administrator or designee, and designated members of the student services team. This team will consider the academic, social and emotional development of the student to determine retention, or recommend promotion to the next grade level. Students who are absent, excused or unexcused, for 18 or more days will automatically be considered for retention. The student services team will give consideration to children who have been identified as having serious psychological or learning problems and/or have received special education help when making a recommendation.

With the fourth quarter report card, the parents will be notified in writing of the student’s projected status for the next school year. A student may be required to complete Summer Bridges as a contingency of promotion to the next grade.

SCHOOL HOURS

| Grades K-4 | 7:55 a.m.- 3:05 p.m. |
| EC/Pre K A.M. | 7:55 a.m.- 10:45 a.m. |
| EC/Pre K P.M. | 12:15 p.m.- 3:05 p.m. |

There is no adult supervision outside until 7:45 a.m., therefore students cannot be on school grounds before 7:45 a.m. Students will enter the building at 7:55 a.m. Students arriving after 8:00 a.m. will need to come to the main office to get a tardy slip to get into class. In case of rain, severe weather or other factors that endanger the students’ welfare, the students will wait in the school in a designated area. If your child is required to stay after school for any reason, you will be notified a minimum of 24 hours prior to the student staying after school. Teachers and parents may make other arrangements.

Students present on student grounds prior to 7:45 a.m. will be sent to the office to call a parent. Student safety is of the utmost importance, and students must be supervised at all times while on school grounds.

SCHOOL PICTURES/YEARBOOK

Individual student pictures are taken in the fall and spring. The fall pictures must be prepaid to receive an individual package. The spring pictures feature a unique background and/or foreground, and are less formal than the fall picture. The spring picture package is sent home for families to choose or deny a package. Families failing to return the photos or money to purchase chosen pictures will not be allowed to purchase additional packages until payment has been made. All students will be photographed during both sessions. In addition, if a student has unpaid fees of any sort owed to the school, he or she will not be allowed to purchase spring pictures or a yearbook.
SCHOOL RULES

Pecatonica Elementary School Students will exhibit the behaviors described on the PEC Behavior Matrix at all times. The PEC program is a proactive approach to positive social behavior. School rules will be discussed, modeled, and practiced. The positive behavior will be reinforced with positive recognition.

In order to provide a safe and productive environment, students participating in the following will be immediately referred to Elementary School Administration:

- Possessing weapons and/or “look alike” weapons
- Possessing/selling/using distributing any illegal drugs, or look-alike drugs
- Fighting, including “play fighting”
- Bullying, intimidating, and/or threatening other students or school staff.
- Repeated Swearing and/or racial slurs
- Damaging school property and/or the property of others, stealing

SECURITY/SAFE SCHOOLS

To assure a safe learning environment for students and staff, all entrances will be locked from the outside after students have entered at 8:00 a.m. Parents/Guardians may not follow students to classrooms until they have signed in at the Main Office and have a visitor pass. Both sets of doors located on the east side of the building (1930’s entrance and 1960’s entrance) will be locked at all times. Anyone entering the building through these entrances will be violating the Elementary School Safety System. ALL adults must enter the building through the west entrance. All visitors will be directed to the main office. In the main office, the visitor will sign in and receive a visitor pass. The Visitor Pass must be displayed in a prominent manner. At this time, the office staff will electronically unlock the entrance to the student areas of the school. All three entrances (east, south, and west) are monitored by video cameras. The cameras record the activity at these entrances 24 hours a day, 7 days a week.

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

SEXUAL ABUSE & AIDS EDUCATION

Parents have the right to withhold their child from sexual abuse and AIDS education. Such requests must be made in writing and given to your child’s principal.

SICK AT SCHOOL

If your child becomes ill while at school, you will be contacted to pick him/her up. If the Elementary School Nurse or Office staff is unable to contact the child’s primary caregiver(s), the staff member will call the Emergency Contact numbers recorded on your registration papers. It is crucial that the emergency contacts are available during school hours. For your child's welfare and the welfare of other students, your child must be symptom free (i.e. no fever, not vomiting, etc.) for a period of 24 hours without the use of fever reducing medications before the student can return to school. All students who go home during the school day due to fever, vomiting, etc., may not return for 24 hours because they must be symptom free for a period of 24 hours. In addition, they may not return to school for after school activities or programs until they symptom free for 24 hours. This means that if a child vomits at school at 10:30 a.m., and does not vomit again, he or she may not return to school until the next day at 10:30 a.m.

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 District 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. The Pecatonica Schools belong to the Winnebago Special Education Cooperative. This Special Education Coop works collaboratively with the Pecatonica School District to identify, plan and provide services to those students who have been identified as needing additional support, alternative strategies, reduced pace, increase practice, and/or assertive technology to be a successful learner. A collaborative model that involves parents, classroom teachers, health professionals, a school psychologist, a school social worker, and a District Administrator is utilized to determine eligibility and, if appropriate, write an Individual Education Plan to meet the needs of that student. Inquiries, regarding the identification, assessment, and placement of children with special needs, can be directed to the Elementary School Principal at 815-239-2550.

SPEECH AND LANGUAGE SCREENING

Informal speech and language screening tools are available to identify those students with a speech or language concern. Screenings will be conducted by the District speech clinicians every fall and individually throughout the year as needed. The following students will be screened yearly:
✓ all students new to the district (grades K-4);
✓ students enrolled in speech the previous year;
✓ a student referred by a teacher, parent, or physician.
Parents are informed in writing if their student could benefit from speech and language services before any services are provided.

STUDENT SERVICES/RTI/MTSS

Pecatonica Elementary School has a support system in place that we refer to as our Student Assistance Programming Network. This program is actually a network of teams utilizing instruction, assessment, and early prevention strategies and interventions to assist students. This includes a network of staff representing many specialties, including general and special education staff, the reading teachers, school social workers and psychologists, speech pathologists, and the building administrator. The program's objectives are:

1. To identify students whose individual needs place them at risk
2. To provide resource information to students and their families
3. To coordinate referrals to outside agencies as appropriate
4. To provide a team approach to support parents and teachers
5. To intervene with student crisis.

All Pecatonica Elementary School students can be referred to the Student Assistance Program (SAP). Any school staff member or parent can refer a student to the program. If you have any concerns about your child's progress the first step should be to talk to your child's classroom teacher.

Response to Intervention (RTI)/Multi-Tiered System of Supports (MTSS)
Pecatonica School District is constantly striving to provide the highest quality of instruction to guarantee the success of all learners. In accordance with this mission, Pecatonica Elementary offers a multi-tiered system of interventions and supports. MTSS is a general education initiative that stresses early identification of academic and emotional/behavioral difficulties. MTSS is a multi-tiered approach to intervention, which means this is a term representing a network of prevention efforts. This inclusive framework represents a collaboration of teams for the ongoing assessment and development of core curriculum to working with problem-solving teams in formulating interventions and measuring progress of small groups or individual children. Students who are still not achieving when given quality, research based interventions may have a disability. Special education referrals are informed by this process, and if your child is involved in interventions because of at-risk classroom performance or behaviors, we will keep you informed of your child's progress at regular intervals. At any point in the MTSS process, parents also have the right to request a formal full evaluation to determine eligibility for special education. This eligibility entitles students to Individual Education Plans but it does not remove them from this multi-tiered framework; making it a truly inclusive process. Parents are also an important part of this framework and will be kept informed through periodic progress reporting. In addition, students may be invited to participate in our Summer Bridges
program as a further specialized intervention. During the summer of 2009, an intervention program was launched that has helped students with difficulties in the areas of reading or mathematics, who have been targeted for intervention during the school year, and whose participation has been invited by their classroom teacher and/or our student services network.

**STUDENT DISCIPLINE**

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach for creating and maintaining a safe and effective learning environment in schools, and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond. The mission of the Illinois PBIS Network is to build skills and capacity of PBIS district and school-based leadership teams through training, coaching and technical assistance. The focus is assisting schools in developing structures for teaching expected behaviors and social skills, creating student behavioral and academic support systems, and applying data-based decision-making to discipline, academics and social/emotional learning at the school, district, regional and state levels. The Illinois PBIS Network promotes family and community involvement at all levels of implementation. Federal educational requirements contained in the NCLB Act, and IDEA 2004, are embedded in the PBIS process. PBIS integrates state school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois' educational goals and mandates.

**Our Goals**

- Increase consistent use of positive teaching and reinforcement strategies among all school staff at school-wide, classroom and individual student levels.
- Reduce use of reactive discipline measures in schools (i.e., office discipline referrals, detentions, suspensions, expulsions) for all students.
- Increase data based decision-making about behavior and academic instruction and reinforcement across all school settings.
- Implement effective comprehensive supports/services/interventions for students with the most intensive behavioral/emotional needs through wraparound plans that address home, school, and community settings.

Our PBIS team, comprised of the building principal and several teachers and staff, strives to promote positive behavior in our students and to meet the above-stated goals.

**GENERAL STUDENT RESPONSIBILITIES**

1. To become informed of and adhere to the rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights of every student, teacher, and school administrators.
3. To refrain from obscenity, libel, and slander in verbal and written expression.
4. To be dressed and groomed in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual in school attendance.
6. To refrain from disobedience, misconduct, or behavior that disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school officials in maintaining discipline in the school and at school sponsored activities.

**GUIDELINES FOR MAINTAINING GOOD STUDENT CONDUCT**

**Teacher Control:**
Authority for discipline in the Pecatonica School District is derived from the *Illinois School Code*, Section 24-24. Teachers and other certified educational employees shall maintain discipline in the schools. In all matters relating to the discipline of and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

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Learning Conditions:
To a large degree, teacher actions, attitude and ability set the mood that determines whether or not the classroom environment is conducive to learning. It must be quiet enough for all participants in the classroom to hear and understand the material being presented. The atmosphere must be such that students can concentrate on the topic being learned. Activities must be conducted in an orderly manner. The teacher’s role as instructor and disciplinarian are not mutually exclusive; rather, good instruction often alleviates many discipline problems. Each classroom teacher establishes classroom rules, procedures, and his or her own classroom behavior plans, which are shared with parents at Back to School Night as the school year begins.

Removal from Class:
Teachers recognize their responsibility for the maintenance of discipline within the classroom. When the seriousness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom a cause of disruption of the educational process of the entire class, a teacher may send a student to the principal’s office with written notice of the offense. The building principal will take whatever steps necessary to solve the problem. Should the decision include re-admittance of the student to class, the teacher will be notified of the conditions under which re-admittance of the student to class is granted.

An in-school suspension is an isolation of a student from the rest of the school population, which may include lunch and recess time.

1. interference with school purposes or an educational function; or (c) is
2. Disruptive to the school environment.
3. 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 student's 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 psychostimulant 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:
5. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
6. Off school grounds at a school-sponsored activity, or event, or any activity or event that bears a reasonable relationship to school;
7. Traveling to or from school or a school activity, function, or event;
8. 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.

Student Behavior (formerly known as Student Discipline)
The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student’s misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply
A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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 time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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 or nicotine materials, including without limitation, electronic cigarettes
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcohol are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
   a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
   b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner’s prescription.
   c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician or licensed practitioner’s prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement or dulling of the brain or nervous system. The prohibition in the section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
   f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
   g. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
   h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or 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” as that term is defined in the Weapons section of this policy, or violation 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. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission: (b) use of the device is provided in a student's individualized education program (IEP): (c) it is used during the student’s lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
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, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911), signaling or setting off alarms or signals indicating the presence of an emergency, or indicating the presence of a bomb or explosive device on school grounds, a school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or a drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. Engaging in any activity on or off campus, that interferes with, disrupts, or adversely affects the school environment school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile.; (c) in a student’s locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is 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.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

**Disciplinary Measures**

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has 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.
8. Community service with local public and nonprofit agencies that enhances 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/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Corporal punishment is prohibited. 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 is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of a least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-a-likes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. 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.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

**Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.
Required Notices
A school staff member shall immediately notify the office of 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 any involved student’s parent/guardian. "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.

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, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated (licensed) 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 of property. Teachers may temporarily 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 form school (including all school functions) and from riding the school bus up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school 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 of a student’s enrollment.

LEGAL REF:
- 410 ILCS 647/, Compassionate Use of Medical Cannabis Pilot Program.
- 410 ILCS 647/, Powdered Caffeine Control and Education Act.
- 430 ILCS 66/, Firearm Concealed Carry Act.

SCHOOL DISTRICT #321 DISCIPLINE CODE

See also Pecatonica Board of Education Policy 7:190, 7:200, 7:210

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

<table>
<thead>
<tr>
<th>First Infraction</th>
<th>Conference with principal and all parties concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Possible parent contact/conference</td>
</tr>
<tr>
<td></td>
<td>Teaching of Expectations and Skills</td>
</tr>
<tr>
<td></td>
<td>Teacher/Student conference</td>
</tr>
<tr>
<td></td>
<td>Written Apology</td>
</tr>
<tr>
<td></td>
<td>Verbal Warning</td>
</tr>
</tbody>
</table>

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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)
Temporary removal from classroom
Community Service
Possible 1-3 day suspension from school or bus riding privileges (ISS/OSS)
Possible court action for truancy violations
Restitution when applicable

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

MINOR INFRACTIONS

Discipline incidents that are managed by staff and do not warrant an office referral. 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.

<table>
<thead>
<tr>
<th>Behavioral Expectations</th>
<th>Expected Behavior</th>
<th>MINOR INFRACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be Respectful</td>
<td>Use computers responsibly.</td>
<td>Computer Violations - Deliberate destruction, unauthorized entry (hacking) or harm to District computer software, stored data, hardware, or violation of District's Authorized Use Policy (AUP).</td>
</tr>
<tr>
<td>Be Respectful</td>
<td>Follow teacher’s directions.</td>
<td>Disobedience - Disobedience or refusal to follow directions; disregard or transgression.</td>
</tr>
<tr>
<td>Be Respectful</td>
<td>Promptly and politely follow adult requests.</td>
<td>Disrespect - Speech or behavior which shows that you do not think someone or something is valuable, important, etc.; lack of respect</td>
</tr>
<tr>
<td>Be Respectful</td>
<td>Listen and follow all rules.</td>
<td>Disruption to the learning environment - Any disruption to the learning environment.</td>
</tr>
<tr>
<td>Be Responsible</td>
<td>Dress appropriately</td>
<td>Dress Code Violation - Refusal or failure to comply with school dress code.</td>
</tr>
</tbody>
</table>
**Electronic Devices** - Electronic signaling devices - Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time. 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.

**Horseplay** - 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.

**Leaving without permission** - Leaving the assigned area, without obtaining prior approval of the teachers and/or administrators.

**Profanity/Inappropriate communications** - Offensive language either written or spoken that is not directed at someone.

**Tardy** - 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.
- Saturday School 1-4 Hours
- 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

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.

<table>
<thead>
<tr>
<th>Behavioral Expectations</th>
<th>Expected Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be Safe</td>
<td>Always remain drug free.</td>
</tr>
<tr>
<td>Be Safe</td>
<td>Obey all school rules.</td>
</tr>
<tr>
<td>Be Safe</td>
<td>Refrain from using matches or lighters.</td>
</tr>
<tr>
<td>Be Respectful</td>
<td>Solve problems peacefully. Keep hands and feet to yourself.</td>
</tr>
<tr>
<td>Be Responsible</td>
<td>Follow school rules. Only report true emergencies.</td>
</tr>
</tbody>
</table>

### MAJOR INFRACTIONS

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

- **Altering/Destruction of school records** - 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.

- **Arson/Attempted arson** - By means of fire, cause harm to property of any person or participate in or enable the burning of property of any person.

- **Battery** - Use of force causing bodily harm to another person.

- **Bomb threats** - 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.
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Consider other people's feelings and respect personal space.</td>
</tr>
<tr>
<td><strong>Bullying</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Bullying</strong></td>
<td>- 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.</td>
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</tr>
<tr>
<td><strong>Be Safe</strong></td>
<td>Obey all school rules.</td>
</tr>
<tr>
<td><strong>Burglary</strong></td>
<td>Unauthorized entry into a building, a vehicle, or a restricted area that involves a theft on school property.</td>
</tr>
<tr>
<td><strong>Be Responsible</strong></td>
<td>Always tell the truth.</td>
</tr>
<tr>
<td><strong>Cheating/Plagiarism</strong></td>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Cheating/Plagiarism</strong></td>
<td>- 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.</td>
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<td>- 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.</td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Consider other people's feelings and respect personal space. Use computers responsibly.</td>
</tr>
<tr>
<td><strong>Cyber Bullying</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Take care of school property.</td>
</tr>
<tr>
<td><strong>Damage to property</strong></td>
<td>- Causing damage to or defacing school property or property of others on school grounds.</td>
</tr>
<tr>
<td><strong>Disobedience</strong></td>
<td>Disobedience or refusal to follow directions; disregard or transgression.</td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Follow teacher's directions.</td>
</tr>
<tr>
<td><strong>Disobedience</strong></td>
<td>- Disobedience or refusal to follow directions; disregard or transgression.</td>
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<tr>
<td><strong>Be Respectful</strong></td>
<td>Promptly and politely follow adult requests.</td>
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<td><strong>Disrespect</strong></td>
<td>Speech or behavior which shows that you do not think someone or something is valuable, important, etc.; lack of respect.</td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Listen and follow all rules.</td>
</tr>
<tr>
<td><strong>Disruption to the learning environment</strong></td>
<td>- Any disruption to the learning environment.</td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Treat others with respect.</td>
</tr>
<tr>
<td><strong>Drugs</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Be Safe</strong></td>
<td>Always remain drug free.</td>
</tr>
<tr>
<td><strong>Extortion</strong></td>
<td>- Forcing another to act against his/her will by force or threat of force.</td>
</tr>
<tr>
<td><strong>Be Responsible</strong></td>
<td>Complete all assigned consequences.</td>
</tr>
<tr>
<td><strong>Failure to attend or complete an assigned discipline program</strong></td>
<td>- Forcing another to act against his/her will by force or threat of force.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Category</th>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Safe</strong></td>
<td>Follow school rules.</td>
<td>Only report real emergencies.</td>
</tr>
<tr>
<td><strong>False Alarms/Automatic External defibrillators</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Fighting</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Be Safe</strong></td>
<td>Solve problems peacefully.</td>
<td></td>
</tr>
<tr>
<td><strong>Forgery</strong></td>
<td>The unauthorized signing of the name of another person, or altering times, dates, grades, passes or permits.</td>
<td></td>
</tr>
<tr>
<td><strong>Gambling</strong></td>
<td>Playing any game of skill or chance for money or anything of value.</td>
<td></td>
</tr>
<tr>
<td><strong>Gang Activity</strong></td>
<td></td>
<td>Group Violence - 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.</td>
</tr>
<tr>
<td><strong>Be Responsible</strong></td>
<td>Ask permission before using others names.</td>
<td></td>
</tr>
<tr>
<td><strong>Forgery</strong></td>
<td>The unauthorized signing of the name of another person, or altering times, dates, grades, passes or permits.</td>
<td></td>
</tr>
<tr>
<td><strong>Gambling</strong></td>
<td>Playing any game of skill or chance for money or anything of value.</td>
<td></td>
</tr>
<tr>
<td><strong>Be Responsible</strong></td>
<td>Refrain from exchanging money for games</td>
<td></td>
</tr>
<tr>
<td><strong>Gang Activity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Consider other people’s feelings and respect personal space.</td>
<td></td>
</tr>
<tr>
<td><strong>Harassment/Hazing/Discriminatory Conduct</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Keep hands and feet to yourself.</td>
<td></td>
</tr>
<tr>
<td><strong>Leaving without permission</strong></td>
<td>Leaving the building, sight of classroom instructor, or assigned area without obtaining prior approval of the teacher and/or administrator</td>
<td></td>
</tr>
<tr>
<td><strong>Physical contact</strong></td>
<td>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).</td>
<td></td>
</tr>
</tbody>
</table>
Be Respectful
Respect the property of others. **Possession of stolen property** - 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. **Profanity/Inappropriate communications** - Offensive language either written or spoken that is not directed at someone.

Be Safe
Practice Abstinence. **Public Display of Affection** - 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. **Reckless Behavior** - 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. **Sexual Harassment/Misconduct** - 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).

Be Responsible
Attend school daily. **Skipping class** - Failure to attend, without valid cause, any or all assigned classes.

Be Safe
Remain calm. **Temper Tantrums/Out of control behavior** - A fit of anger that disrupts or endangers others.

Be Responsible
Ask before borrowing other people's property. **Theft** - Taking property owned by the school district without permission. Taking property located on school grounds owned by another individual without permission.
Be Respectful

Use kind words at all times.

**Threats/Intimidation** - 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.

Be Responsible

Remain in your assigned areas only.

**Trespassing** - 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.

Be Responsible

Stay Drug free.

**Use/Possession of tobacco** - Use, possession, distribution, or selling of tobacco in any form at school, at school sponsored activities or on a school bus.

Be Responsible

Respect school property.

**Vandalism** - 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.

Be Respectful

Always use appropriate language.

**Verbal abuse** - Offensive language, behavior, or gesture directed towards any school district employee, volunteer or student.

Be Safe

Weapons are forbidden.

**Weapon - Use or unauthorized possession of a firearm, destructive device, knives, or illegal object** - Use and/or possession of a firearm, destructive device, knives, or illegal object is prohibited in and on school district premises, school vehicles, any premises 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.

**Weapon - Possession of a look-a-like weapon** - The possession of a look-a-like weapon which is not used or attempted to be used by the student to cause bodily harm.
The Superintendent, with input from the Community-Staff 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.

**SUMMER BRIDGES**

The Summer Bridges program is offered each summer during the few weeks prior to the start of the school year. It is designed to give students a jumpstart on the school year. Students are invited by the school to participate in this program. More information is sent home in the winter and spring of each year regarding the program and who is eligible to participate. Some students may need to complete Summer Bridges as a contingency of promotion to the next grade.

**SURVEILLANCE CAMERAS**

Areas of Pecatonica High School are equipped with surveillance cameras which can make a film record of any person in the building at those points. The purpose of this monitoring is to observe people in the building in order to provide a safer and more secure school environment for students, faculty and staff.

**TEACHER REQUESTS**

Our teachers and learning teams spend a great deal of time and effort to match students with a teacher with whom they are likely to have a positive year, taking into account the balance of genders, abilities, personalities, and other factors. It is our building policy that you may make a recommendation by May 1st for one teacher you would prefer your child not have for the upcoming school year. This request needs to be put in writing and addressed to the building principal. While requests are not guaranteed we do try to honor reasonable requests. You may not simply request a teacher for your child. Requests received after May 1st will likely not be honored.

**TELEPHONES**

Students and staff are not called to the telephone during their scheduled class time, except in case of emergency. When calling the Elementary School to talk with a staff member, you will be directed to that staff member's voice mail. Students will not be called to the telephone to answer incoming calls or make outgoing calls, except in the event of an emergency. Calling to bring in forgotten homework, lunches, books, etc. will not be considered an emergency. Alternative plans for the homework and the forgotten books can be made with the teacher. Students who have forgotten their lunch will receive a lunch. We will never deny any student access to lunch. If parents have an urgent message that must be delivered to a student, the office staff will deliver it to the student. If a callback to the parent is necessary, the student will be allowed to callback. Due to the numerous tasks, telephone calls, and responsibilities that the office staff has at the end of the day, we cannot guarantee that a message telephoned in after 2:00 p.m. will be delivered to the student. Any message telephoned in after 2:30 p.m. will not be delivered to the student. Messages to students at school must be limited to emergency situations. Students will be permitted to use the school telephone when emergency conditions exist such as illness, injuries, and early release due to weather conditions.

All arrangements for your child's lunch, after school activities, special appointments, etc. must be made at home prior to the student leaving for school.

**Cellular Telephones:**

The possession and use of cell phones and other electronic devices, 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 the supervising teacher grants permission for them to be used or if 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.
4. Text messaging is not allowed unless the supervising teacher grants permission.

**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.

**Examples of electronic devices that may be used as study aids include:** tape recorders, palm pilots, CD players, calculators, and laptop computers.

**Examples of electronic devices that are not used as study aids include:** hand-held electronic games (e.g., Game Boy), Nintendo DS, MP3 players, iPods, AM/FM radios, and cellular telephones.

The School District cannot be responsible for the loss or theft of any electronic device brought to school.

**TRANSPORTATION**

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 Sue Siemens. She can be contacted at 815-239-2612 Ext.1243 or by e-mail at suesiemens@pecschools.com

To ensure the safety of each and every one of our students, we ask that daily transportation arrangements be communicated to your child’s teacher, ideally on Monday of the week. This is especially helpful for students who might ride home two days and attend a sitter on three days of the week. If you have an emergency that changes your transportation arrangements for the day, we ask that you please let the office know so that we can update our daily transportation report so that the bus drivers, teachers, and staff help your child get to his or her after school destination safely. In addition, if your child usually rides the bus but you are picking him or her up from school instead, a staff person will be outside with a clipboard and handheld radio. Please let that person know you are picking up your child or children and the name(s) will be added to our list that is given to drivers via radio.

Parents have the right to request transportation reimbursement if they meet the guidelines. Such requests must be made in writing and delivered to the school superintendent.

**VISITORS**

Parents and other visitors are always welcome! All visitors, including parents, must enter the building through the west entrance through Elementary School Office before going to other sections of the campus. Visitors will sign in and receive a visitor's badge. This badge must be worn while on campus. Visitors without a visitor’s badge will not be allowed access to areas where students are present, and will be directed to the Elementary School Office to sign in and receive a visitor’s badge. Please remember this procedure is for our children’s protection. We appreciate your cooperation. In addition, you need to drop your child off at their designated drop off location. Please do not follow your child to class in the morning so that he or she is unable to transition independently into the start of their school day. If you need to talk with your child’s teacher please feel free to give them a call and schedule a time. If you wish to visit your child’s classroom during
instructional time, you may do so. However, please obtain permission from the principal’s office in advance for the day that you wish to visit your child’s class, and a mutually convenient time will be arranged in accordance with Pecatonica Board of Education Policy 8:30 and 8:95.

WEAPONS/DRUGS

The Pecatonica Schools take our 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 the handbook and Board of Education policy. Violators may also be reported to the police.

WEATHER CONDITIONS

All decisions regarding school closing announcements or early dismissals will be given to the following radio stations:

Radio Stations and TV Stations

<table>
<thead>
<tr>
<th>Radio Station</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WROK</td>
<td>1440 AM</td>
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<td>WXXQ</td>
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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 7:00a.m. When the weather appears threatening, you are urged to tune into one of the radio or television stations listed above. PLEASE DO NOT CALL THE SCHOOLS OR THE RADIO STATIONS.

WEBSITE

To log on to the Pecatonica Schools’ website, visit www.pecschools.com. At this website, you will find updated school information, school calendars, learning activities, and links to other sites that may assist you and your family throughout the year. In addition, you will also find the telephone extensions and e-mail addresses of the school’s staff members.

APPENDIX A
BUS RULES

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.
There will be a 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 FOR 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.
4. Do not move toward the bus until the bus has come to a complete stop.
5. Do not leave your seat while the bus is moving.
6. Be alert to a danger signal from the driver.
7. Remain in the bus in the event of a road emergency until instructions are given by the bus driver.
8. Keep hands and heads inside the bus at all times after entering, and until leaving the bus.
10. Do not throw anything out of the bus windows.
11. Talking and laughing or unnecessary confusion diverts the driver's attention and could result
in a serious accident.

12. Be absolutely quiet when approaching a railroad-crossing stop.

13. Treat bus equipment as you would valuable furniture in your own home.

14. Never tamper with the bus or any of its equipment.

15. Carry no animals on the bus.

16. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.

17. Keep books, packages, coats and all other objects out of the aisles.

18. Leave no books, lunches or other objects on the bus.

19. Be courteous to fellow pupils and the bus driver.

20. Help look after the safety and comfort of small children.

21. 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.

- 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.

- 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.

- Special bus arrangements, stops, etc. must be arranged in advance with the principal or superintendent. Requests must be in writing by all parties involved.

- 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 25.5 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, which 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 a 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
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.

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)
APPENDIX B

Student’s School Records

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

Permanent Record

- 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

Temporary Record

- 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 age 18 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 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
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.
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 prohibited conduct include name calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handles 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.
Nondiscrimination Coordinator:

Name: Mr. William Faller  
Phone #: 815-239-1639  
Address: Pecatonica Schools District  
P.O. Box 419  
Pecatonica, IL 61063

Complaint Managers:

Name: Todd France or Tim King  
Address: Pecatonica Schools District  
P.O. Box 419  
Pecatonica, IL 61063  
Phone #: 815-239-2611 or 815-239-2612

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.
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 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 Elementary 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 determines 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.
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 non-working 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 rights. 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 G

School Pest Management Statement

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 treatment.

Notification

The Pecatonica School District takes the responsibility to notify students’ 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 H

Authorization for Electronic Network Access

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.

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) Gaining unauthorized access to resources or entities;
   f) Invading the privacy of individuals;
   g) Using another user's account or password;
   h) Posting material authored or created by another without his/her consent;
   i) Posting anonymous messages;
   j) 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 (email) 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 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 email 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 an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

f) Use of the School District's electronic mail system constitutes consent to these regulations.
## APPENDIX I

### Medication at School Procedures

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent(s)/Guardian(s)</td>
<td>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. If so, ask their health care provider to complete a &quot;School Medicine Authorization form.&quot; 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 &quot;School Medication Authorization Form&quot; every year.</td>
</tr>
<tr>
<td>Parent(s)/Guardian(s)</td>
<td>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: Student's name, Prescription number, Medication name/dosage, Administration route and or other direction, Date and refill, Licensed prescriber's name, Pharmacy name, address and phone number, Name or initials of pharmacist. 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.</td>
</tr>
<tr>
<td>Parent(s)/Guardian(s)</td>
<td>At the end of the treatment regime, remove any unused medication from the school.</td>
</tr>
<tr>
<td>School Office Personnel</td>
<td>Provide a copy of these procedures, as well as a &quot;School Medication Authorization Form&quot;, to inquiring parent(s)/guardian(s).</td>
</tr>
<tr>
<td>School Nurse (certified school nurse or non-certified registered professional nurse)</td>
<td>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.</td>
</tr>
</tbody>
</table>
Establishing Residency in Pecatonica School District

Requirements and Actions that Must Be Completed to Enroll in Pecatonica School District

If one exists, must present court order, agreement, judgment, or decree that awards or gives custody of the child to one or both parents.

Must complete and sign a “Statement of Custody, Control, and Responsibility of a Student by a “Non-Parent” form (7:60-E3). This statement must have notary public seal and signature.

Must present a completed Statement of Transfer of Custody, Control, and Responsibility to a Non-Parent. This statement must have notary public seal and signature.

**IMPORTANT**
The School District reserves the right to evaluate the evidence presented and merely presenting the items listed in this Procedure does not guarantee admission.

**WARNING**
If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident of the district is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that district without the payment of a non resident tuition charge is guilty of a Class C misdemeanor (105 IL 5/10-20.12b(f).
APPENDIX K

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 _______________________________

<table>
<thead>
<tr>
<th>Category A</th>
<th>(Check and attach a copy of at least one of the following documents:)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. The most recent real estate tax bill for my residence showing me as the taxpayer.</td>
</tr>
<tr>
<td></td>
<td>2.** Signed lease for my residence. If using this option, you must also furnish the documentation required in category A-4</td>
</tr>
<tr>
<td></td>
<td>3. A closing statement for the purchase of my residence</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category B</th>
<th>(Check and attach a copy of at least two of the following documents:)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Utility Bill</td>
</tr>
<tr>
<td></td>
<td>2. Gas or electric bill</td>
</tr>
<tr>
<td></td>
<td>3. Public Aid card</td>
</tr>
<tr>
<td></td>
<td>4. Home/apartment insurance certificate</td>
</tr>
<tr>
<td></td>
<td>5. Automobile registration – State of Illinois</td>
</tr>
<tr>
<td></td>
<td>6. Telephone bill or letter from telephone company</td>
</tr>
<tr>
<td></td>
<td>7. Paycheck Stub (less than 30 days old)</td>
</tr>
<tr>
<td></td>
<td>8. Employee W-4 Forms (previous year only)</td>
</tr>
<tr>
<td>Category C</td>
<td>None of the documents in Categories A or B above are applicable because:</td>
</tr>
<tr>
<td></td>
<td>1. The student is homeless and eligible for enrollment under the Illinois Education for Homeless Act.</td>
</tr>
<tr>
<td></td>
<td>2. The student is enrolling based on the determination of the Department of Children and Family Services (DCFS)</td>
</tr>
<tr>
<td></td>
<td>3. Residency will be established within 30 calendar days.</td>
</tr>
</tbody>
</table>

NOTE: If you checked #C2 above, please state 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 ____________________________
State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: http://www.isp.state.il.us/sor/.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: http://www.isp.state.il.us/cmvo/.
APPENDIX M

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.
7. 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)
APPENDIX N

Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, Pecatonica CUSD #321 can seek partial reimbursement from Medicaid for health services documented in your child’s Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child’s name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the Director of Special Education at the Winnebago County Special Education Cooperative, 11971 Wagon Wheel Road, Rockton, Illinois 61072. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child’s IEP.

This program has no impact on your child’s or your family’s current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

a) decrease lifetime coverage or any other public insurance benefits,

b) result in the family paying for services that would otherwise be covered by Medicaid,

c) increase your premiums or lead to the discontinuation of benefits or insurance, or

d) result in the loss of eligibility for home and community-based waivers.

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

Prevention of and Response to Bullying, Intimidation, and Harassment (7:180)

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.
School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

William Faller
Name
1300 Main Street
Address
Billfaller@pecschools.com
Email
815-239-1639
Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and the community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student’s act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

9. The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District’s Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:
   a. The frequency of victimization;
   b. Student, staff, and family observations of safety at a school;
   c. Identification of areas of a school where bullying occurs;
   d. The types of bullying utilized; and
   e. Bystander intervention or participation.

   The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District’s website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
   a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
   b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
   c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District’s educational program as required by State law.
   d. 6:235, Access to Electronic Networks. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
   e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
   f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
   g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
   h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.

Report Form for Bullying and School Violence

To be completed by the bullying target, witness, or person with information about an incident of bullying or school violence and submitted to the Building Principal’s office. Make readily accessible via website(s) and other publicized designated areas in schools.

Please print and check the appropriate boxes.

Name: ____________________________________________________ Date: ____________________

____ Student    ____ Parent    ____ Staff    ____ Other

Indicate here if you prefer to remain anonymous.  Yes    No

Are you the target of the bullying or school violence that you are reporting? Yes    No

Date of incident: ____________________    Time of incident: ____________________

Person(s) being reported as targets of bullying or school violence:

Name: ____________________________________________________    ____ Student    ____ Staff
Name: ____________________________________________________    ____ Student    ____ Staff
Name: ____________________________________________________    ____ Student    ____ Staff

Person(s) being reported as aggressors engaged in bullying or school violence:

Name: _____________________________________________________    ____ Student    ____ Staff    ____ Other
Name: _____________________________________________________    ____ Student    ____ Staff    ____ Other
Name: _____________________________________________________    ____ Student    ____ Staff    ____ Other

Person(s) who witnessed the bullying or school violence:

Name: _____________________________________________________    ____ Student    ____ Staff    ____ Other
Name: _____________________________________________________    ____ Student    ____ Staff    ____ Other
Name: _____________________________________________________    ____ Student    ____ Staff    ____ Other

Was the incident based on any of these characteristics? (Check all that apply.)

☐ Race    ☐ Color    ☐ Nationality    ☐ Ancestry

☐ Sex    ☐ Sexual orientation    ☐ Gender identity    ☐ Physical disability

☐ Gender-related identity    ☐ Gender-related expression    ☐ Age    ☐ Religion

☐ Mental disability    ☐ Order of protection status    ☐ Homeless status

☐ Marital status    ☐ Parental status    ☐ Pregnancy

☐ Associated with person/group with one or more of the above actual or perceived characteristics
☐ Other  ☐ I do not know.

Student(s) were targeted for bullying in the following way(s): (Check all that apply.)

☐ Electronic devices (e.g., internet, Social media platforms, text, email, cyberbullying, etc.)

☐ Written communication (e.g., handwritten notes, other written documents, email, etc.)

☐ Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)

☐ Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)

☐ Social (e.g., purposeful exclusion, causing psychological harm, etc.)

☐ Items depicting implied hatred or prejudice were worn, possessed or displayed

 ☐ Other (please explain):

Student(s) were targeted for bullying in the following place(s): (Check all that apply.)

☐ Classroom  ☐ Locker room  ☐ Hallway

☐ Cafeteria  ☐ Extracurricular activity  ☐ Bus

☐ Restroom  ☐ Bus stop  ☐ Gym

☐ School or related activity or  ☐ Other event

Please tell us about the incident in your own words. Use as much detail as possible - what time did the incident(s) take place, who witnessed it, what was said, what types of interaction(s) occurred (physical, written, social, electronic, etc.)

☐ The above information is true and accurate to the best of my knowledge.

Signature: _________________________________  Date: ___________________________
## At-Risk Community Resources

### Crisis Intervention
**CONTACT**  636-5000  
Janet Wattles Mental Health Center  968-9300  
Jane Adams Inc.  232-4183  
Swedish American Hospital Care Line  966-2273  
Carrie Lynn Children’s Center (sexual abuse)  987-3169

### Substance Abuse
- **Cocaine Hotline**  800-262-2463  
- **Marijuana Hotline**  800-241-7946  
- **Narcotics Anonymous**  800-351-7001  
- **Alcoholics Anonymous/Alateen**  815-968-0333  
- **National Council on Alcoholism**  800-662-2255  
- **Drug Abuse Helpline**  800-662-4357  
- **Parent Action Network**  815-962-2344

### Free Chemical Assessments
- Rosecrance Center  815-399-5351  
- Rockford Memorial Addiction Center  815-394-3993  
- Swedish American CareLine  815-966-2273  
- PHASE  815-962-0871

### Family Problems
- **Child Abuse/Neglect**  800-252-2873  
- **Department of Children and Family Services**  815-987-7640  
- **Family Consultation Center**  815-962-5585  
- **WAVE (Domestic Violence)**  815-962-0871  
- **Rockford Sexual Assault Services**  815-636-9811  
- **Assault and Abuse Services of Stephenson County**  815-232-7200

### Support Groups
- Parents Anonymous (Freeport)  815-232-4183  
- Parents Anonymous (Rockford)  815-962-1043  
- Parents Without Partners  815-398-3832