



**PARKVIEW JUNIOR HIGH SCHOOL**

**2019-2020**

**LAWRENCEVILLE, ILLINOIS**

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# **PARKVIEW MISSION STATEMENT**

Parkview Junior High School is committed to providing a safe learning environment where staff, students, parents, and community accept the responsibility of preparing students for academic success and face the challenges of the future. It is our belief that all students can learn. We will work together to develop a personal commitment to learning and prepare our students to be productive citizens in society.

**PARKVIEW**  
**“HOME OF THE BRAVES”**

1802 Cedar Street  
Lawrenceville, IL 62439  
(618) 943-2327  
(618) 943-6245 (fax)

**STUDENT HANDBOOK**

Dear Students and Parents/Guardians:

I would like to welcome you to Parkview Junior High School for the 2019-2020 school year. The faculty/staff hopes that your year will be a productive and enjoyable one. A tremendous amount of pride is put into our school’s academic programs and extracurricular activities. Success is important to us here and can be achieved through hard work and a positive attitude. I want to encourage each student to get involved in as many things as possible to make the school year an enjoyable one.

We encourage parents to get involved in their child’s education. Please review this agenda/handbook with your child. It can be an excellent communication tool between parents and teachers. Communication is critical between home and school to ensure your child’s success. Parents—use the TeacherEase program. This program is a great communication tool between the school and home. If you have questions or concerns about your child in the classroom, utilizing this program will help find the answers. Our teachers update the program regularly with grades and comments. Feel free to contact the school with your questions or comments; you are always welcome at Parkview.

Good luck this school year.

Jeremy Brush, Principal

# PARKVIEW JUNIOR HIGH SCHOOL FACULTY

## Administration

Jeremy Brush	Principal	<a href="mailto:jbrush@cusd20.net">jbrush@cusd20.net</a>
Kyle Shelton	Dean of Students	<a href="mailto:kshelton@cusd20.net">kshelton@cusd20.net</a>
Michelle Hyre	Administrative Assistant	<a href="mailto:mhyre@cusd20.net">mhyre@cusd20.net</a>
LeighAnn Cook	Administrative Assistant	<a href="mailto:lcCook@cusd20.net">lcCook@cusd20.net</a>
Kris Rhinehart	Special Education Coordinator	<a href="mailto:krhinehart@cusd20.net">krhinehart@cusd20.net</a>
Terry Cochran	School Nurse	<a href="mailto:tcocochran@cusd20.net">tcocochran@cusd20.net</a>
Brooke Mullins	Nurse Secretary	<a href="mailto:bmullins@cusd20.net">bmullins@cusd20.net</a>
Vicki Brink	Special Education Asst.	<a href="mailto:vbrink@cusd20.net">vbrink@cusd20.net</a>
Doug Daugherty	Superintendent	<a href="mailto:ddaugherty@cusd20.net">ddaugherty@cusd20.net</a>

## Mathematics

Robert Wells	6th Grade	<a href="mailto:rwells@cusd20.net">rwells@cusd20.net</a>
Cory Joergens	8th Grade	<a href="mailto:cjoergens@cusd20.net">cjoergens@cusd20.net</a>
Michelle Keepes	7th Grade	<a href="mailto:mkeepes@cusd20.net">mkeepes@cusd20.net</a>

## Language Arts

Kim Dorney	6th Grade	<a href="mailto:kdorney@cusd20.net">kdorney@cusd20.net</a>
Griffin Groves	6th Grade	<a href="mailto:ggroves@cusd20.net">ggroves@cusd20.net</a>
Marie Lakin	7th Grade	<a href="mailto:mlakin@cusd20.net">mlakin@cusd20.net</a>
Chrystal Holmes	7th Grade	<a href="mailto:cholmes@cusd20.net">cholmes@cusd20.net</a>
Allen Large	8th Grade	<a href="mailto:alarge@cusd20.net">alarge@cusd20.net</a>
Valerie Weidner	8th Grade	<a href="mailto:vweidner@cusd20.net">vweidner@cusd20.net</a>

## Science

Cindy Seed	6th Grade	<a href="mailto:cseed@cusd20.net">cseed@cusd20.net</a>
Laura Uptmor	7th Grade	<a href="mailto:luptmor@cusd20.net">luptmor@cusd20.net</a>
Monna Pinkston	8th Grade	<a href="mailto:mpinkston@cusd20.net">mpinkston@cusd20.net</a>

## Social Studies

Brad Bobe	6th Grade	<a href="mailto:bbobe@cusd20.net">bbobe@cusd20.net</a>
Dana Goodwin	7th Grade	<a href="mailto:dgoodwin@cusd20.net">dgoodwin@cusd20.net</a>
Ian Laughlin	8th Grade	<a href="mailto:ilaughlin@cusd20.net">ilaughlin@cusd20.net</a>

## Physical Education/Health

Craig Bunten	PE	<a href="mailto:cbunten@cusd20.net">cbunten@cusd20.net</a>
Josh Voigtlander	PE	<a href="mailto:jvoitlander@cusd20.net">jvoitlander@cusd20.net</a>

## Special Education

Penny Borden		<a href="mailto:pborden@cusd20.net">pborden@cusd20.net</a>
Kailyn Kent		<a href="mailto:kkent@cusd20.net">kkent@cusd20.net</a>
Julie Hendricks		<a href="mailto:jhendricks@cusd20.net">jhendricks@cusd20.net</a>

## Response to Intervention

Julie Hancock		<a href="mailto:jhancock@cusd20.net">jhancock@cusd20.net</a>
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## Band/Chorus/Library/Counseling

Kendra Tohill	Band	<a href="mailto:ktohill@cusd20.net">ktohill@cusd20.net</a>
Marie Lakin	Chorus	<a href="mailto:mlakin@cusd20.net">mlakin@cusd20.net</a>
Cathy Rock	Library	<a href="mailto:crock@cusd20.net">crock@cusd20.net</a>
Kylee Hoke	Social Worker	<a href="mailto:khoke@cusd20.net">khoke@cusd20.net</a>

## DAILY SCHEDULE

<b>1<sup>st</sup> hour</b>	7:55-8:50
<b>2<sup>nd</sup> hour</b>	8:54-9:41
<b>3<sup>rd</sup> hour</b>	9:45-10:32
<b>Lunch</b>	
6th Grade	10:36-11:11
7th Grade	11:27-12:02
8th Grade	12:18-12:53
<b>4th hour</b>	
6th Grade	10:36-11:11
7th Grade	10:36-11:23
8th Grade	10:36-11:23
<b>5<sup>th</sup> hour</b>	
6th Grade	11:15-12:02
7th Grade	11:27-12:02
8th Grade	11:27-12:14
<b>6<sup>th</sup> hour</b>	
6th Grade	12:06-12:53
7th Grade	12:06-12:53
8th Grade	12:18-12:53
<b>7th hour</b>	12:57-1:44
<b>RTI</b>	1:48-2:15
<b>9th hour</b>	2:19-3:05

**Students and visitors may enter the building at 7:30 AM**

### GRADING SYSTEM

A – 90-100% Superior

B – 80-89% Above Average

C – 70-79% Average

D – 60-69% Below Average

F - Below 60% Failing

I – Incomplete work must be made up to receive credit

## RIGHTS AND RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parkview students have the following rights and responsibilities:

1. The right to a free and quality education.
2. The right to be heard by the dean of students, principal, superintendent, or school board concerning issues, controversies, or recommendations.
3. The right to maintain personal and private property in one's locker, provided no potential harm exists for other students as a result of that property.
4. The right to be respected as a human being and as a citizen of a democracy.
5. The right of free expression. This right must be exercised in a responsible manner so as not to interfere with the rights of others.
6. The responsibility to become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by the school administrators and teachers.
7. The responsibility to respect the rights and individuality of other students, school administrators, and teachers.
8. The responsibility to refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
9. The responsibility to dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
10. The responsibility to be punctual and present in the regular school program to the best of one's ability.
11. The responsibility to refrain from gross disobedience or behavior that materially and substantially disrupts the educational progress.
12. The responsibility to maintain the highest possible level of academic achievement.
13. The responsibility to respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline at school and at school-sponsored activities.

## FEES

Parkview Junior High Registration Fee is \$70. Community Unit School District No. 20 has a technology fee that must be paid as well for the students to receive their Google Chromebook. This fee is \$25 and must be paid. Also, Community Unit School District No. 20 has an Athletic Participation Fee. The fee to play a sport is now \$20 per sport, with a maximum of \$40. Students may not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. **A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.** Applications for fee waivers may be received in the Parkview Junior High School Office. After filling the application out, the office will notify you if you are eligible for Free/Reduced charges.

**Breakfast - \$1.50**

**Lunch - \$2.75**

**Milk - .30**

## **LACK OF ACADEMIC PROGRESS**

Students who make no conscientious effort to pay attention, work in class, turn in assignments, and use time wisely will be considered guilty of misconduct and subject to disciplinary action. Parents are encouraged to attend all conferences regarding their children. It is most beneficial for the parents to communicate with teachers at the first sign of academic difficulty. Students have a better chance of correcting poor study habits if their parents participate in conferences and set firm consistent guidelines for the completion of work at home.

## **ABSENCES and TARDIES**

Parents/guardians are to call the school office (943-2327) as soon as possible in the morning to report student absences. In the event phone contact is not made, the student must bring a written note from a parent/guardian to the office upon returning to school, otherwise the absence is unexcused. Students may not enter class without an admit slip. It is the student's responsibility to make arrangements for completing make-up work. Students **MUST** be in the classroom and in their seats by 7:55 A.M. Students arriving more than 15 minutes late to class should report to the office.

## **SAFETY AT SCHOOL**

All students are expected to abide by the following rules throughout the building:

1. Walk; 2. Keep to the right in the hallways and on the stairs; 3. Keep hands, feet, and mouth to yourself; 4. Remain quiet in the halls; 5. Be respectful to others; 6. Keep the hallways trash free.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform the office personnel of their reason for being at school.

All visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **GENERAL INFORMATION**

### **MORNING ARRIVAL**

Parkview Junior High School doors do not open to students until 7:30. Any student who arrives prior to this time must wait outside under the overhang. Students will be allowed to wait in the building only if it is raining or below 32 degrees. At 7:30 they are then to report to the gym or to the cafeteria for breakfast. The students will be released to their lockers around 7:50. They must be in their classroom at 7:55 or they will be tardy.



### **EMERGENCY EVACUATIONS**

Please obey the following rules in the event of a fire or building evacuation:

1. Exit the building by walking rapidly in an orderly manner.
2. Last one out of the classroom closes the door.
3. **Do Not** close the windows.
4. Stay with the class and walk to the designated area
5. Be alert for roll call and listen for instructions from teachers
6. Students should be quiet and attentive at all times.

### **NOON HOUR AND CAFETERIA**

Parkview has a closed campus which means that all children must eat at school unless a parent/guardian comes to the office and requests the child. Students may purchase lunch in the cafeteria or bring one from home. Every student has an account they can deposit money into to buy meals and a photo ID to be used to scan meals. **Students must bring ID cards each day.** There is a \$3.00 charge to replace the card if it is lost. **All meal charges must be paid in full to receive a grade card and participate in graduation.** Students who bring their lunch must eat in the cafeteria. Food items (including candy and drinks) must be in a sack lunch and eaten in the cafeteria at lunch time.

### **ONLINE PAYMENT**

Fees and charges may now be paid online. However, you may not bring a credit card into the office to pay. You must have a working Teacher Ease account to access the system.

### **AWARDS AND HONORS**

Academic recognition is figured on a 4.0 scale each quarter. High Honors (straight A's) – 4.0; Honors – 3.76-3.99; Honorable Mention – 3.25-3.75. Students who earn High Honors, Honors, or Honorable Mention will have their names published in the newspaper at the end of each quarter.

### **LOST AND FOUND**

Lost or found articles can be claimed in the hallway outside of Room 39.

### **BICYCLES**

Bicycles are to be parked at the south wall of the gym and locked. Bicycles may not be ridden on school grounds during school hours.

### **TELEPHONE PRIVILEGES**

The telephone in the office is for business only. Under no circumstances is class time to be used to make phone calls. Students may use the phone in the office during their lunch period, before school, or after school.

### **STUDENT LOCKER POLICY**

All student lockers in Unit #20 shall be held in joint possession (co-tenants) by the student and Unit #20. Each party, as co-tenants, shall have the right to entry or give consent to search without the consent of the other. Unit #20, as co-tenant of all student lockers, retains the right to conduct periodic searches in order to remove old food, papers, or to look for overdue library books. No student shall be permitted to house or conceal in a school locker any weapons, drugs, or alcoholic beverages which may be deemed harmful to the student or other students. Each student shall be made aware of these policies by being required to sign an agreement for the use of the locker. Lockers are to be locked at all times. All lockers are equipped with well-conditioned, built-in locks.

Replacement locks are \$5.00. School provided locks must be used. Lockers and locks are not to be abused. There is a \$5.00 replacement for lost or broken PE locks.

#### **STUDENT DRESS CODE**

Appropriate dress is expected. Students may not wear apparel that is disruptive to the educational process. **PLEASE SEE DISCIPLINE POLICY FOR DRESS CODE POLICY AND CONSEQUENCES.** The staff and administration retains the prerogative to decide when apparel is not in good taste and becomes disruptive to the educational process.

#### **STUDY HALL RULES**

As a matter of general principle, study halls should be quiet and orderly, as their purpose is for study and completion of assignments and other academic work. Talking is not allowed. Students are not allowed to walk around the room without permission from the study hall teacher.

#### **HALL RULES**

Students are not allowed to run, push, shove, and “play fight” while in the halls. No loud talking, loud noises, door or locker kicking, etc. is permitted.

#### **COMPUTER RULES**

A copy of the computer/internet acceptable use policy is available for review in the Parkview office. All students, faculty and staff will sign this agreement yearly prior to their use of the district’s computer system. No presumption of privacy should be expected by any user of the school’s server. Violation of the signed agreement will result in loss of computer privileges and other possible consequences as outlined in the Discipline Code.

#### **COMPUTER/BOOK BAG RULE**

Book bags should be styled like backpacks, not duffel bags and are to be used to transport books to and from school only. They are not allowed in the classroom. All students will be issued a computer bag for their Google Chromebook. Computers are the only thing allowed to be placed in the bag.

#### **LOST AND MUTILATED TEXTBOOKS OR LIBRARY BOOKS**

Students who damage, lose, or destroy school-owned books or property must pay for the damage or loss. Students owing for books will not be allowed to participate in end-of-year activities or receive grades until the fees are paid.

#### **GRADUATION/PROMOTION**

The Board of Education will set the 8th Grade Promotion Ceremony at the March board meeting each year. The date will take into account any snow days that may need to be made up. Parkview will inform the students, send letters home, and use the school website ([www.cusd20.com](http://www.cusd20.com)) to get information home. Students will not be allowed to participate in the ceremony for the following reasons:

- Failure to attend ceremony practice;
- Unpaid fines and fees;
- Attendance rate of under 70% (unless prior approval from administrator);
- Multiple Out Of School Suspensions.

## **RULES AND CONDUCT**

Discipline in school is built upon respect and cooperation between students and teachers. Students are expected to conduct themselves in an exemplary manner. While in school, students are under the supervision and authority of teachers and other school personnel.

**The following rules and discipline policy does not remove from the district or building administrators any authority or responsibility for those additional rules, regulations and penalties that they feel are necessary for the smooth functioning of their buildings or the educational success of their students.** Any act or activity which intrudes upon the learning opportunities or rights of any individual, whether or not covered within this document, will be considered most serious and consequences will be assessed.

### **STUDENT BEHAVIOR AT PROGRAMS AND AFTER SCHOOL ACTIVITIES, INCLUDING SPORTS, DANCES, PLAYS, CONCERTS, ETC.**

Students must follow the same rules used during regular school hours. Students must sit in the Parkview cheering section or with their parents, and are to remain in the gym during the games. **Once students leave the building they may not return.** Drinks are only allowed in the cafeteria. Concessions will be sold at half-time and between games. No one is allowed to roam the building during an activity. Home basketball games are over by 9:15 P.M. "Booing" and whistling will not be tolerated during school programs. Students removed from a program/game for disruptive behavior will not be allowed to attend any future programs. Students must be in attendance at school to attend a Unit #20 event that same day (unless approved by administration).

### **PARKVIEW EXTENDED DAY**

Parkview Junior High School offers after school tutoring/homework time for students who need more help on assignments. Extended day hours are after school until 4:15. There will be 2 Parkview teachers to help students, as well as, student volunteers. Students who wish to attend the after school program will sign in upon arrival and will be there for the duration of the afternoon.

### **CLASS FIELD TRIP GUIDELINES**

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

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

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

## **DISTRICT #20 DISCIPLINE POLICY**

The District has the right to make and enforce policies, rules, and regulations, including those for discipline. The list of guidelines for student behavior is not all inclusive but rather exemplifies the type of misconduct which is prohibited and which will result in disciplinary action. Each building principal within his/her school may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

### **RESPONSE TO INTERVENTION**

In accordance to state and federal laws, Parkview Junior High School and Community Unit School District No. 20 utilizes Response to Intervention (RTI) to improve both academics and behaviors.

#### **CUSD No. 20 Academic RTI**

For the 2018-2019 school year, every student will have RTI on their schedule. All students at Parkview Junior High School and in attendance at CUSD No. 20 schools will be administered a universal screening (testing) in areas of Reading/Math/Writing, three (3) times per year via Easy CBM. Students who score low with significant gaps (1.75) will be given interventions during RTI time to improve their deficiencies. The students who have gaps will be given those interventions until the next benchmarking takes place. Students who do not have gaps will be given enriched material to help them improve their skills.

#### **CUSD No. 20 Behavioral RTI**

Parkview Junior High School meets the state and federal mandate of Tier II interventions by employing a “Check In/Check Out” system with students who are showing behavior concerns. Under “Check In/Check Out” students will be monitored on how they are doing behaviorally in each of their classrooms. Each teacher will score them and at the end of the day they will meet with a teacher assigned to them and review their scores and behaviors. Students who receive scores of 90% or better for four (4) consecutive weeks will then be taken off of “Check In/Check Out.” However, if the behavior continues, students will then meet with the social worker for individual/group meetings to improve behavior. If a student continues to display misbehavior, a Behavioral Intervention Plan (BIP) may be implemented to try to correct issues the student(s) are having.

#### **COMMON STUDY HALL**

All Parkview Junior High Students will have a study hall at the end of the day unless they are in Band or Chorus. The purpose of this is to improve instruction and help students that may be struggling. Students will be able to go to another teacher during study hall for help or to make up any missed assignments or tests without missing the instruction provided during regular class time. This also allows students participating in extracurricular events to leave for them during study hall and not miss any class time.

## **ATTENDANCE**

### **Attendance Policies**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall ensure that the child attends school during the entire time school is in session.

The faculty and administration of Parkview Junior High School urge all students and parents to be aware of the value of regular school attendance. Many of the intangibles of an education cannot be experienced unless one is present on a daily basis. Attendance and academic performance are very closely related. For their own benefit, students should strive to obtain the best possible attendance records. Grades often reflect academic performance, class participation, and presence in class. Many times prospective employers request attendance as well as academic records. It is the responsibility of the parents to see that their child(ren) attend school regularly. We, in turn, fully realize that unique circumstances may arise. To accommodate special family needs and accomplish educational objectives, the attendance policy of the school shall include excused and unexcused absences.

In the event of any absence, the student's parent/guardian is required to call the school at 618-943-2327 before 8:00 AM to explain the reason for the absence. If a call has not been made to the school by 10:00 AM on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

### **Excused Absences**

The following are instances in which school officials may excuse a student from school:

- 1. Personal illness of the student or member of the immediate family requiring care by the student. After three (3) days absence in a nine week period, the school may request a doctor's excuse before the absence can be excused. Any time a student sees a doctor when they are absent from school should bring a note from the doctor's office verifying the visit or appointment.**
2. Death in the student's immediate family or obligation to be part of a funeral service.
3. Professional appointments for the student who cannot take care of the appointment after school or on weekends. For dental, vision, or other doctor appointments, the student should bring the appointment card or note from the office to the Principal, Dean of Students, or appropriate school office.
4. Family emergency, i.e. fire, flood, etc. or as determined by the Principal, or the observance of a religious holiday.

5. Prearranged absences — In the event of a planned absence, the Principal is to be notified by the parent - guardian at least one week prior to the absence if at all possible. Prearranged absences are those caused by the activities of an educational nature or pre-arranged trips and vacations taken with the parent/guardian. All classwork and homework due on days missed because of this type of absence must be completed and turned in before the date of the absences unless individual instructors wish to allow the student to make up work after his/her return. Parents and students are urged to limit the use of this type of absence for the sake of student academic achievement. It is the responsibility of the student to make sure work is made up and turned in either before the absence or upon request of the teacher in those cases in which the student is allowed to turn in work after returning. These types of absences include but are not limited to the following:

- A. Marriage in the student's immediate family or obligation to be in a wedding.
- B. Absence caused by official school business.
- C. Parent Requests/Family Vacations when the student will be traveling with the parent/guardian. There is a five day limit to this type of prearranged absence per school year. These days can be denied at the discretion of school administration for students who are deemed to have excessive absences.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such a leave or deployment.

#### **Unexcused Absences**

Work may not be made up for credit. A zero will be recorded for each class period missed. In addition, disciplinary action may be taken. Students who have an unexcused absence are considered truant and appropriate remedies will be pursued to prevent truancy. All absences not listed above as excused are considered unexcused. A few examples of unexcused absences are:

1. Work
2. Shopping
3. Beauty shop/barber shop appointments, tanning appointments, etc.
4. Leaving school grounds without prior consent from the office.
5. Truancy

A truant student is one absent from school without knowledge or consent of a parent/guardian or school officials. Also included are deceptive absences when parents submit a false excuse. Support services that will be made available to truant or chronically truant students shall include parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

6. Oversleeping, missing the school bus, having car trouble, working on a car, babysitting, picture taking, and visiting friends or relatives are other examples of unexcused absences.

**After 3 unexcused absences per quarter, Parkview Junior High School reserves the right to require a note from a doctor to make an absence excused.** Diagnostic procedures to be used for identifying the causes of student unexcused absenteeism shall include an interview with the student and parent/guardian and any school official or other parties who may have information about the reasons for the student's attendance problems.

### **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and the district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issues.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate School Discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **MAKE-UP WORK**

Students absent from school, or their parents, may request assignments be sent home for completion during the absence. The parent or student may contact the building secretary **before** noon for assignments to be gathered and picked up in the office by 3:00 PM.

Make-up work must be completed according to the following schedule:

1. One day absent: Make up work must be submitted to the teachers one school day following return to school; tests shall be made up on the day of return.
2. Two or more days absent: Make up work that was assigned prior to the absence is due upon the return of the student. The assigned work from the first day of absence will be due the second day after returning, while the assigned work from the second day of absence will be due the third day upon returning and the assigned work from the third day of absence will be due the fourth day after returning. This pattern continues until all the work is made up by the student. Special arrangements should be made by the student with the teacher's permission to make up any missed tests (other than one day's absence-which will be made up upon returning).

**EXCEPTION:** If the assignment was assigned and a due date was given while the student was in class and had time to work on it, the due date is still held firm. It is the discretion of the teacher if extra time will be permitted.

An incomplete quarter grade (nine weeks) must be made up no later than 2 weeks into the following quarter. No incomplete grade will be carried-over through the summer break to be made-up in the next school year. All incompletes must be made-up within ten working days of the end of school or a score of zero will be recorded for those missing assignments.

#### **ATTENDANCE FOR EXTRA-CURRICULAR EVENTS**

To attend/participate in extracurricular events at Parkview Junior High School (games, dances, etc) a student must be in attendance no later than 11:30 on that particular day. If a student leaves that afternoon, they may not attend or participate in the evenings activity unless absence is pre-arranged. Violators of this policy will be removed.

#### **BULLYING**

Parkview Junior High School takes bullying very seriously and works hard to prevent this problem.

#### **DEFINITION**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Students who exhibit a pattern of aggressive behavior including physical injury, intimidation, harassment or verbal abuse of fellow students shall be deemed as risk of aggressive behavior in the future. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. All district certified staff shall monitor student interactions in order to identify individuals whose conduct demonstrates a pattern of aggressive behavior. Certified staff members shall intervene to stop acts of physical or verbal aggression, harassment or intimidation and shall report any such behavior to the building principal for further action. The building principal or dean of students shall notify parents or legal guardians when their children are deemed to be at risk of engaging in aggressive behavior and shall enlist parent cooperation, involvement and assistance in correction of the student aggressive conduct where feasible. You may access the Parkview Bullying Investigation Form on the Parkview webpage under forms/documents. Students may also pick up a form in the school office or in the school social workers office. Students who are being bullied, or suspect a bullying incident, are to report it to the administration. They will then fill out the investigation form and give it to the school social worker. The administration will then conduct an investigation to see what is occurring and will decide what actions need to be taken for the next step. Once a student makes a claim they cannot change their version of the claim.



## **PARKVIEW DISCIPLINE POLICY**

The Board of Education adopts the following district-wide policy as an overview for definitions governing disciplinary action at the elementary, junior high, and high school levels, student removal from the classrooms, and school bus safety and discipline.

**This policy does not remove from the building administrators any authority or responsibility for those additional rules, regulations and penalties that they feel are necessary for the smooth functioning of their buildings or the educational success of their students.**

**The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:**

- 1. On or within sight of school grounds before, during, or after school hours;**
- 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.**

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

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. In-School Suspension
7. After School Detention
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
9. Suspension of bus privileges
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from school grounds
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from school grounds

12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs, “look-a-likes”, 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, the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

The authority of teachers and other certified personnel applies to students at all athletic and extracurricular programs just as during the regular school day. Students removed by a teacher or administrator from an extracurricular school function (games, etc.) may not be allowed to attend extra-curricular functions for the remainder of the term, depending on the severity of the offense. Teachers are authorized to use reasonable force as needed to maintain safety for other students.

#### **Definitions**

A “**SUSPENSION**” is defined as an exclusion from the school for a period not to exceed ten (10) days. A suspension can only be served on days when classes and may only be assigned by a school administrator. **Students suspended from school may request their work. Students who have been suspended have the number of days they serve their suspension to make up their work for credit.**

An “**IN-SCHOOL DETENTION**” is defined as exclusion from the routine school day, except that student shall remain in school in a restrictive or isolated area. No academic credit shall be lost solely by the imposition of in-school detention. In-school detention may only be assigned by a school administrator. **For the 2018-2019 school year, In School Detention will be at Lawrenceville High School. Students who must serve an In School Detention will be notified in advance, as will their parents/guardians (if possible), so they can ride the bus to LHS in the morning or be dropped off there.** Students disrupting In-School Detention may receive an Out-Of-School suspension covering the remaining In-School Detention punishment.

A “**DETENTION**” is defined as a period of time before school, at noon, or after school when the student is isolated from the rest of the school body and is required to work quietly. Detentions may be assigned by either a teacher or administrator. The detention is to be served in an assigned classroom with teacher supervision. Detentions are Monday-Thursday from 3:08-3:50. Failure to serve detentions will result in 2 after school detentions or 1 day in-school suspension.

“**EXPULSION**” is defined as exclusion from school for a period of more than ten (10) school days.

## **DUE PROCESS AND APPEALS PROCEDURES**

Students shall be afforded due process as follows:

1. Students have the right to know what they are being charged with.
2. Students have the right to present their response to the charges.

In the event a student feels he or she has been treated unfairly in regard to a disciplinary matter, he/she may ask for a hearing with the superintendent, with those individuals involved present at the hearing. If the student is still not satisfied with the findings, he/she may proceed from this point to the Board of Education by having the Superintendent place the matter on the Board's agenda. If he/she is not satisfied at that point, the student may proceed to the Superintendent of the Regional Office of Education.

## **SUSPENSION PROCEDURES**

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s).
4. Upon request of the parent(s)/guardians(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take action it finds appropriate.

## **EXPULSION PROCEDURES**

1. Before expulsion, the student and parent(s)/guardians(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and board shall take such final action as it finds appropriate.

2. During the expulsion hearing, the student, and his or her parent(s)/guardian(s) may be represented by counsel; present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### **APPEALING SUSPENSION/EXPULSIONS**

Parents/guardians and students have the right to appeal the administrative decisions regarding suspensions and expulsions. A letter of appeal must be submitted to the district office within ten (10) days of the offense that resulted in suspension/expulsion.

### **WEAPONS**

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year. The expulsion period may however be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by case basis. In no case may the expulsion exceed 2 calendar years. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

### **DISCIPLINE CODE**

- **Defiance, Disrespect, Non-Compliance** – *1-3 ASD, 1-3 ISS, 1-3 OOSS*

The following are **examples**:

- Not Working
- Refusal to Work
- Arguing
- Lying
- Throwing Objects
- Blatant Insubordination – refusal to do things when asked to after 3 attempts in class (per day).
- “F-you”, flipping off, swearing directed at teacher
- Chronic minor infractions

- **Disruption** - *1-3 ASD, 1-3 ISS, 1-3 OOSS*

The following are examples:

- Disruptive Noises
- Out of Seat
- Excessive Display of Affection
- Misconduct for Substitute Teacher
- Cafeteria Disruption
- Screaming, yelling
- Teacher cannot teach
- Students cannot learn
- Student out of control

- **Electronic Devices - Including watches** - *1-3 ASD, 1-3 ISS, 1-3 OOSS*

The following are examples:

- Texting
- Earphones in/on without permission
- Phone out when not supposed to be
- Refusal to give up cell phone
- Accessing off limit areas when not supposed to
- **Attendance/Tardy** - *1-3 ASD, 1-3 ISS*
  - Tardies will now be on a per class basis.
  - Tardy (per class)
    - 5 Tardies – 1 ASD
    - 10 Tardies – 2 ASD
    - 15 Tardies or more – 1 day ISS
  - Abuse of Hall Pass
- **Inappropriate Language** - *1-3 ASD, 1-3 ISS, 1-3 OOSS*

The following are examples:

  - Negative talk towards others
  - Name Calling
  - Cursing/Swearing
  - Blatant Swearing – *1-3 days ISS*
  - Offensive/Harassing language – *1-3 days ISS or 1-3 days OOSS*
- **Dress Code** – Send home to change or change at school - *1-3 ASD, 1-3 ISS*

The following are examples:

  - Yoga Pants
  - Excessively tight clothing
  - Spaghetti Straps
  - Exposed Midriff
  - Short Skirt/Shorts
  - Low Cut Tops
  - Exposed Undergarments
  - Wearing Coat
  - Backpack in classroom
  - Inappropriate Messages
  - Sunglasses, Hats, Hoods
  - Excessively ripped pants
  - Chains
  - Gang related apparel
  - Overtly suggestive or violent clothing
- **Physical Contact** - *1-3 ASD, 1-3 ISS, 1-3 OOSS*

The following are examples:

  - Poking
  - Tripping
  - Bumping into another
- **Property Misuse** - *1-3 ASD, 1-3 ISS, 1-3 OOSS*

The following are examples:

  - Vandalism

- Stealing
  
- **Fighting, Assault/Battery** - *1-3 OOSS, increase in days with multiple fights*
  - Any student involved in 2 or more fights during the school year will be placed in the PIPE system (pg.22). Once a student is placed in the PIPE, any subsequent fights or aggressive behavior may result in longer OOSS, referral to Safe School, or possible expulsion.
  - Upon returning from suspension, student(s) will meet with school social worker.
- **Hazing, Bullying, Aggressive Behavior, Sexual Harassment, Sexting** - *1-3 ASD, 1-3 ISS, 1-3 OOSS*
  - Any student involved in 2 or more incidents during the school year will be placed in the PIPE system (pg.22). Once a student is placed in the PIPE, any subsequent fights or aggressive behavior may result in longer OOSS, referral to Safe School, or possible expulsion.
  - Upon returning from suspension, student(s) will meet with school social worker.
- **Gum, Candy, Unauthorized Food, Drink** – *1-3 ASD, 1-3 ISS, 1-3 OOSS*
- **Attendance**
  - Leaving Class w/o Permission – *1-3 days ISS or 1-3 days OOSS*
- **Setting Fires**
  - 1<sup>st</sup> – 1-10 days OOSS. Police notification, possible expulsion
  - 2<sup>nd</sup> – 10 days OOSS. Police notification, possible expulsion
- **Threats to the Physical Well-Being of Others**
  - *1-3 ISS or 1-10 OOSS; police notification, possible expulsion*
  - Any student involved in 2 or more threats during the school year will be placed in the PIPE system (pg.). Once a student is placed in the PIPE, any subsequent fights or aggressive behavior may result in longer OOSS, referral to Safe School, or possible expulsion
  - Upon returning from suspension, student(s) will meet with school social worker.
- **Failure to Serve ASD** – *Detention doubles or 1 day ISS*
- **Failure to Serve Saturday School** – *2 Saturday Schools*
- **Possession, use, sale of Drugs, Alcohol, Tobacco, or other look alike substances** – *SEE SPECIFIC POLICY PG. 20*
- **Possession of lighter** – *1-3 days ISS or 1-3 days OOSS*
- **Possession, use, threat with a weapon** – *EXPULSION. Police notification. May be modified on a case by case basis by the superintendent and Board of Education.*

### **USE, POSSESSION, OR SALE OF TOBACCO OR LOOK-A-LIKE PRODUCTS**

Students are prohibited from the use, possession, or sale of tobacco products, electronic cigarettes, vape pens, or JUUL's at Parkview Junior High School where school activities take place.

- **Possession** - Students who are in possession of tobacco products will serve *ISS or OOSS*, depending on severity. The product will be confiscated and not returned
- **Use** – The following are consequences for using tobacco products on Parkview Junior High School property.  
*1-10 days OOSS, possible expulsion*

**Area 1,000 feet around school property is considered on the school. Students are prohibited from using tobacco products within 1,000 feet of the school.**

### **SUBSTANCE ABUSE POLICY**

The use, possession, distribution, or sale of tobacco products, electronic cigarettes, vape pens, JUUL's, alcohol, drugs, look-alike drugs, and drug paraphernalia is prohibited on school property at any time. This extends to all school sponsored and related activities. Students shall not be permitted to attend school when under the influence of illicit drugs or alcohol.

When given reasonable suspicion, school officials may search for and seize illicit drugs, alcohol, and tobacco products brought onto school property. Clothing which advertises drugs or alcohol is prohibited at school or school sponsored activities and events.

### **DISCIPLINE PROCEDURES FOR DRUGS AND ALCOHOL**

The use, possession, distribution, or sale of alcohol, drugs, look-alike drugs, or paraphernalia is prohibited on CUSD #20 property or where school sponsored activities take place. The policy extends to all school sponsored and school related activities as well. Students under the influence of illegal substances will be treated in the same manner as though they were in possession of such items.

***First Offense for Use, Sale, or Distribution of Drugs and/or Alcohol on school property:*** Any student(s) who is found to be distributing or selling drugs, alcohol, look-alike drugs, or paraphernalia on school property will be suspended for up to ten (10) days with the possible recommendation for expulsion. Law enforcement officials will also be contacted.

***Second Offense for Use, Sale, or Distribution of Drugs and/or Alcohol on school property:*** Any student(s) (within the same school year) found to be using, selling, or distributing drugs and/or alcohol, look-alike drugs, or paraphernalia on school property will be suspended for ten (10) days and with the recommendation for expulsion from school. Law enforcement officials will also be contacted.

## STUDENT DRESS CODE

Any attire that could disrupt the educational process will not be allowed at Parkview Junior High School. Coats, backpacks, and lunchboxes are not to be worn in the classroom. They are to be kept in your locker during the school day. Hats/caps, hoods, and bandanas may not be worn inside the building. Any attire that advertises drugs, alcohol, vulgarity, tobacco, gang affiliation, violent behavior, or other offensive words/slang/meanings will not be permitted.

The following are **examples** of Dress Code Violations:

- Yoga Pants uncovered from waist down
- Short shorts or skirts
- Pants must be worn at waist. Shorts and skirts extend past student's fingertips when arms are extended at their side.
- Tank tops
- Spaghetti straps
- Halter tops
- Tops that allow undergarments to be seen
- See-thru shirts
- Tops that expose stomach, shoulders, and/or back
- Pants that allow undergarments to be seen
- Any piercing that is viewed as dangerous, disruptive, or hinders educational process of student(s)
- Belt chains
- Bed Clothes – Pajamas

If the dress code is violated, parents/guardians may be asked to provide appropriate attire or the school may provide alternate attire for the student. If the student refuses to change or chronically violates dress code policy, a referral may be issued for insubordination.

### CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of cell phones, cameras, CD players, MP3 players, pagers, electronic gaming systems, or similar devices is prohibited during instruction hours and passing periods.

**Cell phones, gaming devices, pagers, etc. are to be locked up inside the student's locker.** Parkview Junior High School and Community Unit School District #20 are not responsible for lost or stolen items.

**Students that refuse to give staff member electronic device when asked may be given up to three (3) days of in-school suspension for gross insubordination.**

Students that are using technology to harass or bully other students will be subject to detentions, suspensions, or possible expulsion, depending on the offense.



### **PARKVIEW PIPE**

After a student receives their 3<sup>rd</sup> referral in the same category during the school year, they will then be considered “Gross Insubordination” for the next referral in that category. Once they are in “Gross Insubordination” they enter into the Parkview PIPE. Once they enter the PIPE, they are on a three (3) strikes policy with any referrals. After they receive their 3<sup>rd</sup> referral (does not have to be in the same category), they may then be subject to being referred to the Regional Office of Education Alternative School, or other measures Parkview Junior High School Administration deems necessary. Any student involved in 2 or more fights, threats, or bullying/hazing/sexual harassment incidents during the school year will be placed in the PIPE system (pg.). Once a student is placed in the PIPE, any subsequent fights or aggressive behavior may result in longer OOSS, referral to Safe School, or possible expulsion. Once a student is entered into the Parkview PIPE, there will be an evaluation meeting consisting of administration, school counselor, parents, and student. If the student receives a 3<sup>rd</sup> referral while in the PIPE, they will have a placement meeting to decide further action taken by the school. These actions could be referral to Alternative School or other measures taken by Parkview Junior High School.

### **SCHOOL BUS SAFETY AND DISCIPLINE**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written referral, student bus problems will be investigated and handled by the building administration.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for

equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Students transported on a school bus are under the supervision, direction, and control of the schools and are subject to disciplinary measures by the superintendent, the building principals, and the bus drivers. Students who ride the bus are obligated to observe the following safety rules:

1. Pupils shall enter and leave the bus only when it has come to a complete stop and the door has been opened by the driver. Do not push or shove others when entering/exiting the bus.
2. Pupils shall find a seat as quickly as possible. The bus driver may assign seats if he/she chooses to do so. Pupils shall remain seated for the duration of the ride, no moving from seat to seat.
3. Windows and doors may be opened or closed with the permission of the bus driver.
4. Loud, boisterous, or profane language, improper conduct, or any other action that might distract or be morally offensive to others will not be tolerated.
5. Pupils will not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.
6. Pupils may not ride with head, arms, or feet out the window; throw any objects from the bus; deface seats or any other part of the bus; use tobacco, matches, or lighters while on the bus; carry refreshments on the bus.

Failure of the pupil to comply with the above-mentioned rules or to the directions of the bus driver while under the bus driver's supervision constitutes an interference with the safe operation of the bus and the safety of other pupils. Any "bus offense" will follow the regular school discipline policy. Punishment is allocated by the building principal.

**1<sup>st</sup> Report:** Conference between pupil and principal

**2<sup>nd</sup> Report:** Conference between pupil, bus driver, and principal

Written notification to the parent/guardian from the principal will be sent warning that further infraction(s) of the rules will result in suspension of the pupil's privilege to ride the bus in accordance with the law.

**3<sup>rd</sup> Report:** Suspension by the principal of the pupil's privilege to ride the bus for up to ten (10) days, as provided by current law, with notification sent to the

parent/guardian.

**4<sup>th</sup> Report:** Suspension of the student's privilege to ride the bus. Consideration will be given to the nature of the infraction and the history of previous disciplinary action in order to determine the length of the suspension. Suspension could be for the remainder of the semester or the remainder of the school year.

## **Parkview Student Computer Use Agreement 2019-2020 School Year**

Community Unit School District 20 is providing a computer for student use in pursuit of educational purposes. Users should have no expectation of privacy in regards to files stored on or accessed with the computer. The school may at any time restrict Internet privileges or revoke Computer privileges. Any cases of intentional vandalism or theft may be reported to the proper authorities and replacement costs may be charged. CUSD 20 recognizes that accidental damage does happen but repeated damage may lead to disciplinary actions and/or repair costs.

The computers are Google Chromebooks which means that the user's files are stored on Google Servers on the Internet. Any computer with Internet access can be used by students to access their computer based class work; therefore except for special circumstances the computers will not be allowed to go home.

### **Rules:**

Do not put stickers on the computers or remove the school labels. You have the freedom to personalize your desktop theme but keep it school appropriate. You may keep music and pictures on the computer but keep it clean and appropriate. We can and will look at what you have. We reserve the right to delete files at any time. Threats or Cyber-Bullying online during school hours or that may be seen on school property will not be tolerated and handled by school administration.

### **Expectations:**

- The computers are to be carried in the provided carrying bag to each class.
- Carrying bags are for computer use only.
- Carrying bags are the property of CUSD 20 and not be drawn or written on.
- If the computer becomes damaged, please turn it in to the Library for repair.
- If you accidentally browse to a bad web site inform a teacher so that it can be logged.

**Replacement Costs: Keyboard \$18, Screen \$35, Computer \$170, Bag \$5**  
**Damage that results in a broken screen, regardless if by accident. will be charged \$35 for EACH incident.**

### COMPUTER VIOLATIONS

Computer Physical Damage Violations	Computer Usage Violations
1 <sup>st</sup> – Conference with Administration and Parent	1 <sup>st</sup> – Loss of privileges up to 10 days; possible discipline action
2 <sup>nd</sup> – Conference with Parent; Possible loss of privileges	2 <sup>nd</sup> – Loss of privileges for remainder of Qtr. (min 10 days)
3 <sup>rd</sup> – Possible loss of privileges 10-20 days	3 <sup>rd</sup> – Loss of privileges for remainder of Semester (min 20 days)
4 <sup>th</sup> – Possible loss of privileges 20-50 days	4 <sup>th</sup> – Loss of privileges for remainder of School Year
5 <sup>th</sup> Possible loss of privileges for entire school year	*Usage means inappropriate media or content
*Loss of privileges means cannot take computer home	*Loss of privileges means loss of computer access

**DISTRICT POLICIES**  
**PROMOTION-RETENTION POLICY**

Students will have the opportunity to earn ten (10) points during the school year. They must earn six (6) points for promotion to the next grade. Students may earn points through the following:

- Attendance (3 possible points)
  - Students who are in attendance 80% or more of the days enrolled will receive 1 point. Students who are in attendance 85% or more of the days enrolled will receive 2 points. Students who are in attendance 95% or more of the days enrolled will receive 1 bonus point.
- Curriculum (6 possible points)
  - All students attending Parkview Junior High School can earn up to six (6) points by having a yearly average of 60% in each class. Students take two (2) periods of Language Arts, therefore, Language Arts is worth two (2) points. Math, Science, Social Studies, and PE/Health are worth one (1) point each.
- Teacher Recommendation (2 possible points)
  - All students can earn up to two (2) points from his/her teacher at the end of the year based on the recommendation of his/her teacher. The recommendation must be submitted on or around May 18th each year.
- Exceptional Effort
  - Students who have been retained on one or more occasions may earn additional Exceptional Effort Points. Students may earn Exceptional Effort Points in the following ways:
    - Completion of PJHS After School Tutoring Program.
    - Completion of PJHS Summer School Program.
    - Attending 92% or more of the days enrolled for the school year.

If a student does not receive enough academic points for promotion in academic areas then the decision to promote will include a consideration of the following:

1. Attendance
2. Performance on the Illinois Assessment of Readiness.
3. Passing performance on local assessments in language arts and math (based on chapter tests from the current board adopted textbooks).
4. Other criteria from time to time determined by the Educational Team which reflects the ability of the individual student to perform at the next grade level. The Educational Team will include teacher(s), administrator, and the student's

parent or guardian. Promotion of a student having an Individualized Education Program (IEP) or receiving reasonable accommodations pursuant to 504 of the Rehabilitation ACT of 1973, shall be determined by the student's Educational Team.

5. If a student does not receive the minimum number of academic points required for promotion then he/she will be required to participate in a remediation plan developed by the Educational Team. Successful completion of the Remediation Plan may warrant the issuing of one additional academic point.

### **RELEASE OF DIRECTORY INFORMATION**

The Family Education Rights and Privacy Act (FERPA), a federal law, requires that PJHS, with certain exceptions, obtain written consent prior to disclosure of personally identifiable information from a child's educational record. PJHS may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the Parkview office in writing to the contrary. The primary purpose of the directory information is to allow the school to include this type of information in certain publications for typical school purposes (yearbook, honor roll, music, drama, athletic or other activity programs, etc.). If you do not want PJHS to disclose directory information from your child's educational records without your prior written consent, you must notify the Parkview office in writing by September 10 of each year, or within 10 days of initial enrollment. PJHS has designated the following information as directory information: **Student's name, address, listed telephone number(s), participation in activities and sports, photographs (team, club, honors), dates of attendance, grade level, height and weight of athletes, and awards received.**

### **SUSPENSION/EXPULSION POLICY FOR SPECIAL EDUCATION STUDENT**

Special Education students will be subject to the disciplinary policy that has been adopted by Unit #20 with the following guidelines regarding the implementation of that policy. An Individualized Education Plan (IEP) is developed for each special education student in a Multidisciplinary Staff Conference (MDSC) after a complete case study evaluation. A determination will be made at the time of the staff conference of the appropriate type of discipline for the student if it is known that the student handicap is directly related to the disruptive behavior. Otherwise, the student will be subject to the district's disciplinary policy.

If it is determined that the student's handicap is directly related to disruptive behavior, then the student's IEP should specify the disciplinary procedures to be followed by school personnel. The IEP is to provide various methods of behavior management and prescribed periods of suspension (in or out of school) where appropriate in terms of student's needs. The cessation of educational services i.e., suspension, expulsion, are not permitted except on an emergency basis, so long as the handicap continues to cause disruptive behavior. Emergency suspension will be considered when the student presents an ongoing threat to himself/herself or others. Emergency suspensions will be no longer than ten (10) days.

If, at any time school personnel believe that the disruptive behavior may be due to a student's handicap, an MDSC conference must be held to determine if the student's

handicap is directly related to the disruptive behavior. If the behavior is determined to be directly related to the student's handicap, the MDSC conference may make various recommendations based on the findings, e.g., change in school assignment, change in eligibility and placement, change in classroom program, behavior management programs, etc. The cessation of educational services is not permissible except on an emergency suspension, so long as the disruptive behavior continues. Alternative educational programs will be offered if a change in placement is to be considered. The MDSC conference must state if the behavior problem is determined not to be directly related to the student's handicap. The student will then be subject to the Unit's disciplinary policy. Parents have the right to a due process hearing if they disagree with the MDSC conference decision. Expulsion of a handicapped student is considered to be a significant change in placement. Therefore, the due process outlined in PL 94-142 must be followed.

### **NON-DISCRIMINATION AND EQUAL OPPORTUNITIES**

Unit #20 will comply with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations, and will not discriminate against any person because of race, religion, color, sex, or national origin in any of its educational programs and activities. Title IX of the Education Amendments of 1972 and regulations issued thereunder require Unit #20 not to discriminate on the basis of sex in its educational programs and activities. The superintendent has been appointed as Unit #20's Equal Opportunity Officer. Any questions or complaints concerning the above should be directed to the Unit office, 943-2326.

### **WELLNESS CURRICULUM**

Unit #20 has a Wellness Curriculum to use in kindergarten through 12<sup>th</sup> grade. Many of the areas covered by the curriculum are mandated by the State of Illinois. This means they must be taught. The curriculum attempts to present information in an age-appropriate format that is acceptable to the community and is not overwhelming. The curriculum is covered in health, science, and the "Growing Up Well" series for drug abuse prevention and self-esteem improvement. Included in the areas the State of Illinois has mandated are sex education in the areas of AIDS, abduction avoidance, child sexual abuse, and sexual abstinence until marriage. Along with these mandates, the State requires that parents/guardians be notified before these particular mandated areas are taught. The State also requires that parents be offered the opportunity to review materials to be used and given the opportunity to object, in writing, to their child's participation in the areas of the curriculum listed in the paragraph. **THIS IS YOUR NOTIFICATION.** Please remember that every effort was made to make the material age-appropriate, so not every area is covered in every grade. If you wish to review or discuss the material that is to be included in your child's classroom, you should make arrangements through your school principal within the first two weeks of school. If you do not wish your child to participate in the listed portions of the curriculum, please notify the principal in writing within the first two weeks of school and your child will be excused during the lessons.

### **UNIT 20 MEDICATION POLICY EXPLANATION**

Unit 20 School District's Medication Policy allows a parent/guardian, or a responsible adult of the parent/guardian's choice, to administer medication or a health procedure at

school to a student as needed. If this is not possible, a student may self-administer if able, or be administered the medication or health procedure if the student is unable to do so. For self-administration, or administration by a school employee, these procedures must be followed: a Unit 20 Physician's Medication order or a Unit 20 Physician's Health Care Procedure Order form may be obtained at the nurse's office of the school the child attends and must be completed by the student's doctor, nurse practitioner, or physician's assistant. The completed form should be returned to the nurse's office of the school the child attends. After the School Nurse of the attendance center determines that the medication or health procedure needed cannot be met outside of school hours, a meeting will be scheduled with the parent/guardian, nurse, and the student's principal. A School Medication Authorization form or School Health Care Procedure Authorization form allowing school personnel to follow physician's orders will be signed and a procedure plan, as well as any emergency plans, will be developed if needed. The forms shall be renewed at least annually for long-term medications or procedures. Any changes in the medication or procedure directions before the annual renewal also require updated forms provided to the School Nurse.

All medication provided must be in a properly labeled container. The labeled container on the prescription drug(s) shall display 1) student's name, 2) prescription number, 3) medication name/dosage, 4) administration route and/or other directions, 5) date & refill, 6) licensed prescriber's name, 7) pharmacy name, address, phone number, 8) name or initials of the pharmacist. If a doctor provides a *sample prescription medication* to use, the doctor must label the medication to display 1) student's name, 2) medication name/dosage, 3) administration route and/or other directions, 4) date, 5) physician's name, address, and phone number.

Over the counter (OTC) non-prescription medication shall be brought to school and stored in the manufacturer's original labeled container that indicates the ingredients. The container should have the student's name affixed so as not to obscure this information. A pharmacist should be able to provide extra, properly labeled containers. If a dose requires partial tablets, for example,  $\frac{1}{2}$  tablet, the tablets should be cut before the medication is brought to school.

All medication will be kept in a locked space at school unless it is an emergency medication that must be immediately available for administration, or if refrigeration is needed. These medications will be stored unlocked in a restricted area.

The administration of medicine or a health procedure will be done by a school nurse or an employee trained by the nurse. Self-administration of medicine or a health procedure will be supervised by a school employee. The dose administered or supervised will be noted on a log sheet, unless a Physician's Order directs that the student shall carry the medication or health procedure equipment with him/her to use as needed and the parents give written permission agreeing to the physician's directions.

The parent/guardian or responsible adult shall bring medication or supplies in the properly labeled containers when additional medication or supplies are needed at school, unless the student has orders to carry his/her medication or equipment. Medication in baggies, envelopes, or other improper containers will not be given and will be treated as "no medication provided". At the end of treatment, any remaining medication or supplies



should be removed from school within 30 days or at the end of the school year, whichever comes first. If it is not removed, it will be discarded. Please call or visit the office of the school nurse in the building the student attends if there are any questions. The Parkside nurse may be reached at 943-3992, Parkview at 943-6161, and LHS at 943-3389.

### **Community Unit School District No. 20 - “Return to Learn” Policy**

#### **Overview:**

In most cases, concussions do not significantly limit a student’s participation in school. They usually involve temporary, informal instructional modifications and accommodations.

Recovery from concussion symptoms usually occurs within seven days, although in some cases symptoms may last up to 10 days. However, in 5-10 percent of cases it may take several weeks or months to recover from symptoms that experience Post-Concussion Syndrome. Post-Concussion Syndrome is a chronic condition where symptoms persist long term.

The school’s athletic trainer or other licensed health care provider will help guide decisions for the Concussion Oversight Team about the student’s need for and level of modifications and accommodations and their readiness to resume various school activities. Members of the Concussion Oversight Team help identify triggers that cause symptoms to get worse, and then modify school activity accordingly. Thereafter, school activities can be gradually increased as the symptoms decrease.

If recovery takes longer (more than three to four weeks), there should be a greater concern for a student feeling isolated or depressed and experiencing anxiety from not attending school, falling behind, and missing out on playing sports or other extra curricular activities. This may cause a need to create a 504 Plan or an IEP.

#### **Members of the “Return to Learn” Team**

Administrator (From building student attends)

School Nurse

Parent/Guardian

1 Academic Teacher

Healthcare Provider

Guideline from licensed healthcare provider

#### **Possible School Accommodations Based on Symptom Type:**

Headaches

- Allow to lay head down on desk
- Allow frequent breaks

Sensitivity to Noise

- No band, chorus, PE classes
- Avoid lunch room
- Early passing period
- No extracurricular event attendance
- No headphones

Sensitivity to Light

- Allow sunglasses to be worn
- Low light or dimly lit room
- Avoid bright screens
- Reduce TV time
- No texting/video games

#### Other Visual Problems

- Limit screen time
- Shorten reading assignments
- Use auditory learning
- Increase font size on computers
- No texting/video games

#### Concentration or Memory Problems

- Main focus/work on essential academics
- Postpone major tests/standardized testing
- Extra time for quizzes/tests/projects
- Reduce homework

#### Sleep Difficulties

- Allow late start to school
- Allow frequent rest breaks

### **“Return to Learn” Steps:**

The following is a stepwise progression that include modifications and academic accommodations. These modifications/accommodations are to be used as guidelines. Each individual will be different when recovering from a concussion and each case will be different.

Each step has no time restriction, nor is there an ideal time in recovering from a concussion. It is important to make sure that symptoms do not increase during these steps. **The concussed individual must meet all the criteria for Step 5 of the “Return to Learn” policy before progressing in the “Return to Play” policy.**

#### **Step 1 - Cognitive Rest (Immediate) - No School**

- No homework, no computer, no texting, no video games, and maybe no TV. Minimize screen time.
- As symptoms improve, slowly reintroduce light cognitive activity. Initial activities may include watching TV, listening to audio books, drawing and cooking (in short incremental periods), as long as they do not increase symptoms.

#### **Step 2 - Light Cognitive Activity - Limited School Attendance**

- Activities may be done as long as they do not increase or cause symptoms to get worse.
- Five to 15 minutes of cognitive activity (screens, homework, reading, and concentration) may be all that is tolerated. Stop activity if moderate symptoms develop.
- Increase length of cognitive activity as one as the symptoms do not increase.
- Possible half day of school or attendance in school all day but with structured breaks in a quiet room with supervision.

- No standardized tests, accommodate for exams, extra time for quizzes, limited homework, extra time for assignments.
- No PE

**Step 3 - Increased Cognitive Activity - Full Day Attendance with Accommodations**

- Homework tolerated at home without problems or symptom increase.
- Cognitive activity (screen time, texting, video games, reading, etc. is tolerated for 30 minutes or longer without symptom increase.
- Continue to work up to longer periods of cognitive activity for periods of 90 minutes or longer.
- Identify essential content, assignments, and quizzes/tests to make up (schedule or work into class time).
- Moderate homework and make-up work can be done at home or in class.
- Can take quizzes and class work without increase in symptoms.
- Accommodate for exams and tests with more time, limit the number of tests on a day to no more than two.
- Increase time in all classes and school as tolerated during this period, as long as symptoms do not increase.
- No PE.

**Step 4 - Full Cognitive Activity - Full Day Attendance with Minimal Accommodations**

- Full class and school schedule without symptom increase.
- Full homework and work load in all classes.
- All tests, exams and quizzes are made up and finished and can be taken without accommodation.
- Develop realistic timeline for all make-up work to be finished and turned in.
- If symptoms increase/return a break should be taken in a quiet supervised room until symptoms resolve.
- No PE.

**Step 5 - Full Academics - No Accommodations**

- Full day attendance with full work load without symptom increase.
- When indicated by school's Concussion Oversight Team, they can start next step in "Return to Play" progression.
- No PE until cleared in the "Return to Play" progression.

**PHYSICAL EXAMINATIONS**

All students are required to present appropriate proof that the student has received a health examination within in one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
4. Proof of the exam must be submitted on the required state form.
5. STUDENTS WILL NOT BE ALLOWED TO START SCHOOL WITHOUT THE REQUIRED PHYSICAL EXAM AND IMMUNIZATIONS. FAILURE TO COMPLY WILL RESULT IN THE STUDENT'S EXCLUSION FROM

SCHOOL UNTIL THE REQUIRED HEALTH FORMS ARE PRESENTED TO THE SCHOOL.

6. New students will have 30 days following the date of registration to comply with the health exam and immunization regulations.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring the student was “risk assessed” or screened for lead poisoning.

Athletes are required to have an annual physical exam on file prior to trying out for any sport.

### **IMMUNIZATIONS**

Students will be notified in writing when the student’s immunization status no longer meets state guidelines. The student must submit an updated immunization record showing proof of required immunization for continued enrollment in school. If student fails to comply by the required dates for updating immunizations, the student will be excluded from school until such time the student presents proof of having received needed immunizations.

If a medical reason prevents a student from receiving a required immunization by the first full day of school, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **RELIGIOUS EXEMPTIONS TO PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

For religious exemptions to required immunizations and /or examinations-The “Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations” form must be completed, including a physician’s signature, and be on file in the nurse’s office prior to the first day of school for students entering kindergarten, sixth and ninth grades, or enrolling in an Illinois school for the first time, regardless of student’s grade. If there is a disease outbreak the student not immunized may be excluded from school.

### **VISION AND HEARING EXAMINATIONS**

CUSD 20 provides screenings for vision and hearing according to state guidelines. If a student fails either screening, parent/guardians will be notified and appropriate referrals will be made at that time.

- Vision screening is performed for preschool, kindergarten (if a vision exam is not submitted), second grade, and eighth grade students, special education students, new student to the district, and for any student upon request of parents or teachers. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months.

- Hearing screening is performed for preschool, kindergarten, first grade, second grade, third grade students, special education students, new students to the district, and for any student upon request of parent or teacher.

### **DENTAL EXAMINATION**

All children entering kindergarten, second, and sixth grades must present proof of having been examined by a licensed dentist before May 15th of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15th.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification on the "Illinois Certificate of Religious Exemption to Required Immunizations and /or Examinations"; or
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

This documentation must be on file in the nurse's office prior to the first day of school for students entering kindergarten, sixth, and ninth grades.

If there is a disease outbreak the student not immunized may be excluded from school.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **CARE OF STUDENTS WITH DIABETES**

The Care of Students with Diabetes Act requires a plan for any student with diabetes who seeks assistance with diabetes care at school. This plan must be submitted by the parents to the school at the beginning of the school year, upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. The Diabetes Care Plan will serve as the basis of a Section 504 Plan or as part of an

IEP. The plan must include the physician's instructions concerning the student's diabetes management during the school day.

### **Asthma Action Plan**

Asthma action plans (AAPs) are written, individualized self-management and educational tools that provide daily and emergency guidance to asthma patients, parents, and caregivers at school. Using an action plan takes the guesswork out of treating asthma episodes. Any student with a diagnosis of Asthma must submit an Asthma action plan to the school nurse. An Asthma Action plan may be obtained from CUSD#20 or your physician and must be a student specific guide about daily asthma management, prescribed medications and how to respond to an asthma attack. See "CUSD#20 Medication policy explanation" located in the Handbook regarding medication during school hours.

### **Administering Medicines to Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct,

arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

#### **School District Supply of Undesignated Epinephrine Auto-Injectors**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### **School District Supply of Undesignated Opioid Antagonists**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### **Void Policy; Disclaimer**

The School District Supply of Undesignated Epinephrine Auto-Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with

Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector and/or opioid antagonist. This policy does not guarantee the availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physician regarding such medication(s).

### **STUDENTS WITH FOOD ALLERGIES**

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

### **FOOD/SNACKS**

All food served at classroom parties and events must be in compliance with the district's wellness policy. Foods served shall be commercially prepared and have an ingredient/nutrition label. Due to the increasing number of food allergies experienced by children, homemade treats will not be served at class parties and events.

In order to provide a safe and healthy environment for all students, NO PEANUTS, TREE NUTS, or PRODUCTS CONTAINING PEANUTS AND/OR TREE NUTS will be served on school grounds. This includes, but is not limited to the school lunch program, class snacks, and any occasion where food will be served to or shared by students. There will be no exceptions to this policy. Any food not in compliance will be returned home or disposed. All food and treats served will have an ingredient/nutrition label. This policy does not include lunch buckets.

### **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the School Nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.



3. The school will provide written information to the parent and the guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **ILLNESS GUIDELINES**

Please follow the guidelines listed below:

#### **Diarrhea**

Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication.

Student must be kept at home from school until diarrhea is resolved.

#### **Fever/Flu**

Fever over 100° F

Flu symptoms can include cough, sore throat, body aches, fatigue, vomiting and diarrhea.

Student must be kept at home from school for at least 24 hours after there is no longer a fever, without the use of fever reducing medication.

#### **VOMITING**

Student must be kept at home from school until vomit free for at least 24 hours.

#### **RASHES**

Rashes will be evaluated on an individual basis. Rashes can be caused by many things including allergies, viruses, various skin conditions, bacterial illnesses, and sometimes unknown causes. If the cause of the rash is not easily determined, the school may require a health care providers note stating the diagnosis before the child can return.

#### **PINK EYE (CONJUNCTIVITIS)**

Can be allergic, viral, or bacterial in nature. Any child with symptoms of conjunctivitis (swollen eyes, red eyes, itching, drainage from eye) will need a health care provider's note with a diagnosis to return to school. If antibiotic drops are started, the child needs to be on drops for 24 hours before returning to school.

### **HEAD LICE "NO NITS" POLICY**

The Board of Education has adopted a "no nits" policy for head lice. Nits are eggs of head lice. Since head lice are so good at hiding, infestations of head lice are mostly identified by the presence of nits on the hair. This policy means that any student with nits and/or head lice will be excluded from school until treated and all nits are removed as determined by a visual examination by the school nurse, a school staff member, or volunteer who the school nurse has determined to have adequate experience to recognize lice and/or nits. This policy was adopted because various treatments that claim to be 100% effective in killing the lice do not always kill the nits. Literature shows that

between 5-30% of nits survive after treatment. Nit removal is essential to prevent reinfestation and attempts to reduce the spread of this condition.

Since the ban in 1973 of the insecticide DDT that was providing widespread control but causing environmental dangers, head lice must be treated case by case. Lice can infest anyone, but prefer children. It appears to be a constant year-round threat, so we request that you check your child daily. We will periodically check students at school, but if symptoms are noticed by staff, any student may be checked at any time.

Look for the insects and the nits when you check your child. The insect is visible to the eye but is only the size of a sesame seed or smaller and hides very well. The nit may be whitish on dark hair but appear darker on light hair. Unlike dandruff or other material, the nit will be attached to the hair shaft. If you see something, separate the individual hairs and run your fingers down the hair shaft. If it flakes off, it is not a nit. To remove the nit, it must be pulled the entire length of the hair shaft. Please contact your doctor to determine a safe treatment choice for your child if you find head lice. Call the nurse's office at 943-6161 to schedule an appointment to have your child checked. **An adult must accompany the child.**

#### **MEDICAL EXCUSE FOR PHYSICAL EDUCATION**

When students become injured/ill and unable to participate in Physical Education class the following information to exempt them from participation is required. This information must be submitted to the nurse's office as soon as possible.

1. If a student is ill and the parent/guardian would like the student to remain out of physical activity for 2 days or less we will accept a note from the parent/guardian, informing us to keep their child from participating.
2. If a student needs to be refrained from activity for more than 2 days we will require a health care provider's written excuse. Excuse must state length of time and limitation of physical activity. They will be given alternate assignments to earn credit. The students activity may be modified per health care providers recommendations.
3. If a student is unable to participate for more than 2 weeks and has brought in a healthcare provider's note, they will be assigned to a study hall for the term of the excuse. Students will receive alternate assignments to complete for credit.

#### **CONCUSSION PROTOCOL**

In accordance with the State of Illinois and the IHSA, CUSD 20 has created a concussion oversight team. This team will be responsible for Return to Learn, and Return to Play. Upon request a parent or guardian may receive the procedures of said committee.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified

athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **VISION SCREENING NOTIFICATION**

Vision screening will be done as mandated each school year for all students in Pre-K, ECE, Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> grades, as well as all students receiving special education services, those who are new to the school district this year and those referred by a teacher. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A student is not required to undergo vision screening IF an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months and that report form is on file at school. You may obtain a report form to have completed by calling the nurse's office at the school your child attends.

### **SEARCH AND SEIZURE**

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, and other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's

student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law of the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **POLICIES ON FILE IN THE PARKVIEW OFFICE**

The following policies are approved by the Lawrenceville Board of Education and are available for public inspection on school days between the hours of 8:00 A.M. and 4:00 P.M. in the Parkview Junior High Office:

- Non-Discrimination and Equal Opportunities
- Student Search Policy
- Free/Reduced Lunch Program
- Waiver of Fees/Fee Collection
- Student Health Examinations
- Student Drug Abuse
- Retention/Destruction of Records
- Asbestos Surveys and Management Plans
- Discipline Policy
- Sexual Harassment Policy
- School Visitation Policy
- Behavior Intervention Guidelines
- Pesticide Usage in school buildings
- Athletic Code
- Internet Agreement
- Expulsion Procedures

#### **Asbestos Notification**

Asbestos surveys and management plans have been approved by the Illinois Department of Public Health. Copies are available for public inspection on school days between the

hours of 8:00 AM and 4:00 PM in the Superintendent's office located at Parkview Junior High School, 1802 Cedar Street, Lawrenceville, IL. Plans are in writing and meet the requirements of the U.S.E.P.A. (40 CFR 763) and OSHA (29 CFR, 1926.58). Operations and maintenance has been conducted in accordance with Section 855.270 of the Illinois Asbestos Abatement Act Rules and Regulations.

#### **Pesticide Usage Notification**

As of August 1, 2000, school districts in Illinois have been required to develop an Integrated Pesticide Management Plan. In accordance with State law, if you wish notification of pesticide usage in the buildings, a person must complete a parent/guardian notification form. This form is available in the school offices. By being placed on the roster of notification, you will be contacted a minimum of 48 hours in advance of pesticides being used.

Community Unit School District #20, like many other districts, contracts for its pesticide services. Our vendor is required to document usage of pesticides and provide justification to do so. Please contact the Parkview office if you wish to be placed on this registry.

#### **NOTIFICATION OF PUBLIC ACT 94-004**

Please be aware of **Public Act 94-004: Sex Offender Registration**. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

#### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Jeremy Brush, Principal.

**Student/Parent Handbook Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the school year and that such changes are available on the School District website or school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from responsibility for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the school year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date