

# **PECATONICA HIGH SCHOOL**



## **STUDENT/PARENT HANDBOOK 2019 – 2020**

**2019-2020**  
**PECATONICA HIGH SCHOOL**  
**STUDENT-PARENT HANDBOOK**  
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## **WELCOME**

We would like to take this opportunity to welcome you to Pecatonica High School. The purpose of this handbook is to help you become acquainted with the rules and regulations which help us run the high school in an effective and efficient manner. We would like to limit our rules to as few as possible. We do not feel it is necessary or possible to write rules covering everything you can or cannot do. Please keep in mind that we must make our decisions for the good of all of our students and not just for one individual or special group. This handbook will, by no means, answer all of the questions that you might have concerning our school. Also, the handbook may be amended at any time during the year without notice. The administration, faculty and staff are here to help you have an enjoyable and productive school year.

We expect you, as students, to read the handbook and understand the rules and regulations contained in it. You are also expected to share this handbook with your parents so that they too may become acquainted with our rules and regulations. You are the most important part of our school, so prepare yourself to work hard to be the best you can possibly be.

We look forward to working with you. Have a great school year!

THE FACULTY

**PECATONICA SCHOOL DISTRICT #321**  
Board of Education

Mrs. Sally Hoff, President

Mr. Bob Ackerman  
Mr. Brent Massengill  
Mrs. Bridget Penwell

Mrs. Kim Greene  
Mr. Don Miller  
Mr. Wayne Shere

Superintendent of Schools

Mr. William Faller

High School Principal

Mr. Todd France

Middle School Principal

Mr. Tim King

Grade School Principal

Mrs. Carrie Brockway

High School Activities Director

Mr. Kevin Kunkel

Curriculum Director

Heather Baker

School Counselor

Mrs. Val Abel

Faculty & Staff

Mrs. Berg  
Mr. Bergin  
Mrs. Daly  
Mrs. Danko  
Mr. Dunn  
Mrs. Johnson  
Mr. Kunkel  
Mrs. Krantz  
Mrs. Leonhardt  
Mr. Light  
Ms. Magden  
Mr. Ornatek  
Mr. Quinn  
Miss Roemer  
Mr. Schultz  
Mr. Shippy  
Mrs. Shrader  
Mr. Spencer  
Mrs. Thomson  
Mrs. Townsend  
Ms. Wagner  
Mr. White  
Mrs. White  
Ms. Wilcox

Social Science  
Physical Education/Health  
Math  
Social Science  
Science  
English  
Physical Education  
Art  
Math  
Industrial Technology  
English  
Math  
Science  
Science  
Agriculture/Horticulture  
Instrumental Music  
Spanish  
Special Education  
Special Education  
Media Specialist/Library  
Vocal Music  
Social Science  
English  
Special Education

Mrs. Gibler  
Mrs. DiPiazza  
Mr. Bowman  
Mrs. Bardell  
Mrs. Janicke  
Mrs. Janssen  
Mr. Olson  
Mr. Lizer  
Mr. Rittmeyer  
Mrs. Whitney  
Mrs. Schoonhoven  
Mr. Lawler  
Mrs. Puddicombe  
Mrs. Holweg  
TBA  
Mrs. White

School Secretary  
School Secretary  
District Technology Director  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Building & Grounds Director  
Grounds  
Grounds  
Custodian  
Custodian  
Custodian  
Cafeteria  
Cafeteria  
Cafeteria  
Food Service Director

## SPECIAL NOTE TO PARENTS

This handbook is offered in order that students and parents may become more familiar with the general policies of the school. It contains the information that should be known by all those connected with the school. If you have any questions or concerns during the year, we hope you will use the following order to try and resolve the situation. First, call the teacher, counselor or principal who is directly involved. If, after talking with that person, you wish to appeal a decision further, you may request a hearing before the full Board of Education. The request should be made in writing to the Superintendent. The high school office is always open to parents and students.

**ACCIDENTS AND ILLNESS** - The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home. However, no student will be sent home unless a responsible adult is there to receive him or her. For this reason, it is vital that school authorities have an up-to-date emergency telephone number on file in case of need.

**HEALTH** - Parents can assure their student's effectiveness in school by providing good nutrition, adequate rest, cleanliness, medical and dental care. Although a physical examination for each student is not required before entering school each year, it is desirable. It is also imperative that your student's immunizations be kept up-to-date as recommended by your family physician. A ninth grade physical examination and up-to-date immunization record are required for ninth grade students entering school. Dental examinations are not required; however, they are strongly encouraged for the wellbeing of your student. Annual physicals are required for all students participating in athletics. In the case of ninth grade students, the ninth grade physical examination will suffice.

**PUPIL-TEACHER-PARENT CONFERENCES** - At no time should you be in doubt of your student's progress. You now have access to your students grades 24/7 through your School Insight account. Because of this, we will no longer print progress reports or report cards. If you are unable to access the internet, or need a printed copy, please contact the school office. We would be happy to provide you with one. If you have questions or feel that there has been a misunderstanding, please call the school for an appointment with the teacher first. The teacher has firsthand knowledge of your student's progress in their class, and can answer academic questions in a timely manner. If you have further questions please contact the counselor, or principal. Students who wish to talk with a teacher about any problem should request a conference with that teacher before or after school, or at a time convenient to both during the school day. Teachers may also request conferences with a student in order to give or arrange individual help or to clear up misunderstandings.

**FREE APPROPRIATE EDUCATION** - The Pecatonica C.U.S.D. #321 Board of Education acknowledges the right of all handicapped children to a free, appropriate public education as provided by the School Code of Illinois. Inquiries, regarding the identification, assessment, and placement of such children should be directed to the Office of the Superintendent of Schools for Pecatonica at (815) 239-1639

### SCHEDULED PARENT-TEACHER CONFERENCES

School has scheduled parent-teacher conferences on the following days during the 2018-2019 school year:

Thursday - November 7, 2019	12:00 pm to 8:00 pm
Friday - November 8, 2019	8:00 am to 12:00 pm



## **EDUCATIONAL PHILOSOPHY**

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

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

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

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

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

To that end, educational professionals and others in the community will provide a positive educational climate while continually seeking innovative curricular programs and strategies designed to challenge and prepare our students to become lifelong learners in an ever-changing society.

# CURRICULUM

## Curriculum Information

### GRADUATION REQUIREMENTS

#### Minimum Graduation Requirements

Pecatonica students are required to successfully complete 28 credits to graduate.

Graduation requirements defined in Pecatonica Board of Education policy 6:300, and Appendix Q in student handbook.

Students must successfully pass the United States Constitution test. Physical Education is a daily requirement, except as allowed for by the physical education exemption policy (Appendix L) or by the provisions of Senate Bill 730. However, students unable to participate in P.E. due to physical disability are required to present medical evidence each year and must make up credit by taking academic courses. \*Depending upon how Senate Bill 730 and the physical education exemption policy relate to your situation, this requirement may change. See the school counselor for information.

#### **EARLY GRADUATION (Board Policy 6.300)**

The philosophy of the Board of Education of C.U.S.D. #321 is that 8 semesters of attendance are required for graduation. In order to graduate prior to 8 semesters, written application must be made to the Superintendent no later than the November Board meeting. If approved, the individual must make written application to the Board of Education no later than the December Board meeting.

**COURSE OFFERINGS** - All students must take 7 courses plus Physical Education/Health during each semester, unless an exemption is allowed as per Senate Bill 730, the district physical education exemption policy is applicable or the student is enrolled in CareerTEC or the Work Release program. Students will be offered classes through Illinois Virtual High School and Dual Credit Classes through Rock Valley College or Highland Community College.

Each student is urged to plan a four-year program carefully to insure that all graduation requirements will be met and to help prepare for future careers. The school counselor is available to assist students with scheduling. Each student should, on a regular basis, check with the school counselor to make sure that they are making progress toward meeting their graduation requirements.

Students usually take their required subjects in the following sequence:

<b>Freshmen</b>	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
English I	English II	English III	English Elective
Science	American History	Science	P.E.
Mathematics	Science	P.E.	American Gov/Civics.
World Geography	Mathematics	Mathematics	Economics
P.E.	P.E./Health		

Elective courses are then selected to complete the scheduling process and to meet requirements.

**HONOR ROLL** - Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of the first and second semesters. In order to qualify, students must not receive a grade lower than a C in any class. Honor roll designations are determined from the student's grade point average (calculated from unweighted GPA) as follows:

**Outstanding Honor Roll:** An average of a 4.00 or above in all classes.

**High Honor Roll:** An average at or between a 3.50 - 3.99 must be achieved in all classes.

**Honor Roll:** An average at or between a 3.00 - 3.49 must be achieved in all classes.

Pecatonica High School grading scale: Grade point average is figured on a point basis as shown below:

Grade	Scale	Un-weighted	Weighted
A+	97-100	4.33	5.33
A	93-96.99	4	5
A-	90-92.99	3.67	4.67
B+	87-89.99	3.33	4.33
B	83-86.99	3	4
B-	80-82.99	2.67	3.67
C+	77-79.99	2.33	3.33
C	73-76.99	2	3
C-	70-72.99	1.67	2.67
D+	67-69.99	1.33	2.33
D	63-66.99	1	2
D-	60-62.99	0.67	1.67
F	0-59.99	0	0

Weighted Courses – One honor point will be added for each of the following courses:

- AP Calculus
- AP Chemistry
- AP English
- AP American Government
- Other AP Courses as approved by Principal

**Students who take AP level classes will be required to take the AP exam for that class at their own cost. This cost will be included in beginning of the year registration fees. Any fees incurred from missing the exam or needing to reschedule will be at the cost of the student.**

Calculation Formula:

Grade points = points for all courses + weighted class points = total points divided by number of academic classes.

**GRADE SCALE, GRADING STANDARDS and REPORT CARDS** - Grades are an evaluation of what you have learned. They become a part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and the career military services are all interested in your high school records.

The following is an explanation of the Pecatonica High School grading scale:

Students will be informed of individual course requirements and grading systems at the beginning of each course by the teacher. The grade given at the end of the semester is a cumulative grade for that semester and is the one that is recorded. It is not an average of letter grades in the strictest sense but incorporates the teacher's subjective judgment as to a student's effort in class in relation to ability, attitude, participation, cooperation, etc.

**Withdraw/Failing**

1. Students will be able to drop a class with no record of taking it if the teacher recommends that he/she do so because of being misplaced. Teacher, student, parents, counselor and principal must all agree it is the best thing for the student and the only option.
2. Students may be dropped from class with a "WF" (Withdraw Failing) grade for the semester because of continual discipline problems, lack of attendance (More than 10 total days) , or lack of performance - with approval of teacher(s), counselor, and principal. "WF" grade will be averaged into that semester's grade point average and class work.
3. Students may not pick up another class if he/she has a "WF".

**LATIN HONORS SYSTEM** – Pecatonica high School utilizes the Latin system to recognize students graduating with honors. Cumulative Grade Point Averages will be calculated using weighted grades. Graduated students will have these designations placed on transcripts:

Summa Cum Laude:	4.00 GPA and above
Magna Cum Laude:	3.75 – 3.99 GPA
Cum Laude:	3.50 – 3.74 GPA

**SEMESTER EXAMINATIONS** - At the conclusion of each semester, **MANDATORY** cumulative (beginning of the semester to the end of the semester) semester examinations will be given in all courses. A definite semester examination schedule will be determined and posted. Students who miss exams without valid cause will receive a grade of "F" for the exam. Students who are unable to take final exams on the date scheduled will make up finals the next available day. **Final exams will NOT be given at an earlier date to accommodate students.**

**INTERIM PROGRESS REPORTS** - Parents are encouraged to check on their students grades as any time throughout the semester. Parents and/or the teacher should request a conference to determine a course of action if needed.

**CREDIT CLASSIFICATION** - Students will be classified according to credits received, as of the last completed semester, for participation in school wide activities (i.e. Homecoming, class meetings etc.). The classification breakdown is as follows:

	<u>Classes of 2003 and beyond</u>
Senior:	20 or more credits
Junior:	14 - less than 20
Sophomore:	7 - less than 14
Freshman:	0 - less than 7

**28 credits for graduation**

**Students not attaining the level of credits indicated above in accordance with a timeline consistent with years of high school attendance may be referred for remedial instruction. A remedial/help program will be offered by District #321 in core areas of identified deficiency and need. Students performing poorly or receiving failing grades which would place them below the identified classification level may be required to attend the remediation program until such time as satisfactory progress toward graduation is attained (as per State of Illinois House Bill 452 adopted Spring 1998).**

## **STUDENT SERVICES**

**COUNSELING SERVICES** - School counseling services are available to every high school student. Students wishing a conference with the counselor should make an appointment at a convenient time during the day. There are many different aspects to our department's work. Student confidentiality will be maintained except in cases where there is cause to believe that not breaking such confidence could result in a student's breaking the law, harming themselves, or harming others. Listed below are some of the areas in which our counselor will help students of Pecatonica High School.

Academic Counseling	Student Assistance Team
Personal/Social Counseling	CareerTEC Liaison
Career/College Advising	Summer School Coordinator
Student Registration & Scheduling	
Test Administration and Interpretation	
Initiate Referrals to Additional Supportive Services	
Publicize and Oversee the Availability of Local, State, and Federal Financial Aid.	
Publicize and Oversee Various Student Incentive Programs	

Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Whether you are a parent or a student, you are urged to contact the counseling office if you have any questions concerning any of these areas. Although the counselor may not be able to answer all questions, they will certainly have information as to where the best answer might be obtained.

**HEALTH SERVICES** - Students who become ill during the school day will be given a pass to the office. If there is a necessity to go home, the student and/or a school official will call and inform the parent and then the student will be released from school on an outside permit with the parent's consent. **Students must be properly checked out in the office before going home or they are considered truant.** If it is necessary for a student to receive medication during the school day, Appendix O, policy for dispensing medication, in this handbook will be followed.

**IN THE EVENT OF ILLNESS OR ACCIDENT, SCHOOL PERSONNEL WILL GIVE EMERGENCY CARE ONLY. PARENTS WILL BE CONTACTED IMMEDIATELY AND ARE RESPONSIBLE FOR ANY ADDITIONAL CARE NEEDED. ALSO SEE APPENDIX O REGARDING DISPENSING OF MEDICATION POLICY.**

**FOOD SERVICES-** Under our closed campus policy, students must eat their lunch at school. Everyone must eat in the designated area whether they eat a hot lunch, ala carte or a sack lunch. Student cost for a full lunch at Pecatonica High School is \$2.90. Typically there are ala carte items available as well. Food delivered or brought in from outside vendors will not be allowed. Students are asked to take pride in their school by cleaning up after eating and depositing all waste in the trash receptacles. Also, visitors are not allowed in the cafeteria during lunch hours without permission of the Principal or main office.

Common Goal software allows families to place money on account to pay for their student's lunch. An at-home component allows parents to view the student's lunch account balance. With this software students wait time in the lunch line is minimized, and we have an accurate accounting and state reporting system. We ask that you deposit money into your student's lunch account in increments of \$5.00. If your student's lunch balance falls below negative \$4, he or she will receive an alternative lunch. Note: Students are only allowed to charge 2 full lunches; not to exceed \$5.60. There are no ala carte lunch charges allowed. Adult cost for a full lunch is \$3.35 (No adult lunch charges accepted). Please regularly check your student's account balance and if needed deposit as needed if your student takes the full lunch option often. Common Goal also allows you to keep money in your student's account for the days he or she accidentally forgets a cold lunch at home or when a special lunch he or she really likes is served. Students can also use this account to select a la carte options off the daily menu as well.

See also Pecatonica Board of Education Policy 7:250.

**SCHOOL DAY**

**School Hours**

The school building will be open to students from 7:00 A.M. to 3:30 P.M. on regular school days. Students may be in the school before 7:00 A.M. and after school only when under the supervision of a faculty member. The school has a closed campus policy. Students must stay on school grounds from the time they arrive until dismissal. This policy also applies to the lunch periods.

2019-2020 Bell Schedules:

Period	First Lunch	Period	Second Lunch
1	8:00 - 8:42	1	8:00 - 8:42
2	8:46 - 9:28	2	8:46 - 9:28
3	9:32 - 10:14	3	9:32 - 10:14
4	10:18 - 11:00	4	10:18 - 11:00
<b>5</b>	<b>11:04 - 11:34</b>	5	11:04 - 11:46
6	11:38 - 12:20	<b>6</b>	<b>11:50 - 12:20</b>
7	12:24 - 1:06	7	12:24 - 1:06
8	1:10 - 1:52	8	1:10 - 1:52
9	1:56 - 2:38	9	1:56 - 2:38
10	ISP 2:42 - 3:15	10	ISP 2:42 - 3:15

**Attendance and Truancy**

Regular attendance at school is the responsibility of each individual and his/her parents or guardians. High school students should recognize that obtaining an education is their most important task. **Parents should call the high school office, at 239-2611 extension 1311, between 7:00 am and 1:00 pm, to report the student absent on**

**the day(s) of his/her absence. If a phone call is impossible, the parent/guardian is requested to send a note with the student on his/her day of return to school specifying the reason for absence. If the office does not receive a phone call or note within that time frame, your student will receive an unexcused absence for that day. If a student had a doctor, dental or legal appointment, an appointment card is necessary to verify their absence. Absences for which the student has prior knowledge must receive a prearranged absence approval sheet through the office prior to the absence.**

A student subject to compulsory school attendance (as per the Illinois School Code reference 105 ILCS 5/26-1, "between the ages of 7 and 17 years") and who is absent without valid cause from such attendance for a school day or any portion of the school day is considered truant. Valid cause for absence shall be illness, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education or such other circumstances that cause reasonable concern to the parent for the safety or health of the student. 105 ILCS 5/26 of the School Code of Illinois outlines very clearly the compulsory attendance requirements.

**Because of the importance of regular school attendance, any student that reaches a total of 10 absences within a school year will require a doctor's note for any future absence in order for it to be excused.** If a doctor's note isn't presented for each subsequent absence, each absence will be considered unexcused. (Refer to section regarding unexcused absences)

Regular attendance is a responsibility that should be shared by parents, students, and the school. Absence is the cause of many of the failures in school. Unless your health forbids or unless some emergency arises at home you should be in school. There may be certain absences that may be acceptable if previously approved by the building principal. For these you need to receive approval prior to your absence. See section on Pre-arranged Absences.

Pecatonica High School considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development or when absences exceed 5% of the regular attendance days. Excessive absenteeism includes excessive tardiness. Students displaying an excessive absenteeism pattern will be subject to disciplinary action including detention, suspension or recommendation for expulsion, classification of absence as unexcused, request of medical documentation and/or removal from a specific class.

### **Family Vacations**

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

**Students absent for 10 consecutive school days for causes unknown to the school will be withdrawn from school.**

### **Procedures for Absences**

1. Parents must call the high school office between 7:00 a.m. and 1:00 p.m. to report that their son or daughter is unable to attend school that day and give the reason for the student's absence. School personnel have the responsibility to determine if the reason given is excused or unexcused, as defined in The School Code of Illinois, regarding compulsory attendance laws and valid cause for absence. The office phone number is **239-2611, extension 1311**. It will be assumed that the student is truant, unless a call has been received. In this case, the student will receive no credit for that day's work.
2. Any student who has been absent from school must immediately report, upon returning to school, to the high school main office in the morning **before** (prior to 7:56 am) school begins. If the parent was unable to

reach school personnel on the day of the student's absence, due to extenuating circumstances, a note, explaining the reason for the absence will be required so that a determination can be made regarding whether the absence will be considered excused or unexcused.

## LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION IS TRUANCY

### Permission to leave

No student will be allowed to leave school before the appointed time of dismissal without the permission of the office. A note signed by a student's parent or guardian must be presented prior to departure. A phone contact may be permissible at the discretion of the administration. After permission is granted, each student will **sign out** in the office. The next day he/she will present an absence slip to the teacher.

### Student Absence

There are two kinds of absences:

**EXCUSED:** All absences for sickness or emergencies where circumstances are not known in advance will be excused. Circumstances known in advance: such absences are excused ONLY if they are taken care of in advance and make up work is done ahead of time. When the student's absence has been excused by the school, they will not lose credit for work missed providing they make up that work within a reasonable length of time, usually one day for each day absent. **Deadlines for assignments will be determined by the class teacher. A student will receive his/her earned score if completed and turned in on time. If a student does not meet the deadline established by the teacher, his/her earned grade will be decreased by 50%, if permitted by the teacher. Assignments not meeting the second deadline as established by the teacher will earn a zero.**

**UNEXCUSED:** If the student's absence has not been excused by the school officials, it is unexcused. Students will not be given credit for work due on the day of the unexcused absence, i.e. long term projects, tests, homework, etc. Also, daily work assigned and completed in class on the day of an unexcused absence will be counted as a zero.

***Pecatonica High School administration reserves the right to not issue credit to students who have excessive absences (More than 10 total days). This determination is made upon the recommendation of the Principal with school counselor, school nurse, teacher and other appropriate school personnel involved.***

Students wishing to participate in extracurricular activities (athletic practices and games, clubs and organizations, and other non-academic activities) after the school day MUST attend a FULL day (periods 1-10) of school. Excused partial day absences will be allowed in emergency situations or for pre arranged appointments. The basic rule of thumb is, "If you are too ill (or tired) to attend classes then you are too ill to participate in activities after the school day." This includes obligations students may have to Saturday Morning School Detention.

**Regarding a doctor or dental appointment** (except in cases of emergency), a parent must call (we prefer a call) or provide a note notifying the office as to their appointment in order for us to coordinate work missed and made up with teachers for credit. If a note is written, (1) the name of the doctor or dentist, (2) phone number for doctor or dentist, (3) date of appointment, and (4) time of the appointment must be listed. **When returning to school after a medical or dental appointment, please present written documentation from the medical or dental office you went to for us to use to confirm your appointment and attendance as scheduled.**

Following are some reasons for **absence that are unexcused** according to state and/or local regulations:

missing the bus	gainful employment	shopping
baby-sitting	trips not approved by the school	birthdays
hair appointments	oversleeping	photographer sessions
car trouble	leaving school without permission	no ride
absences not verified by parent call	ride did not show up	to get driver's license
leaving assigned area without permission		

**FAILURE TO NOTIFY US IN ADVANCE WILL MAKE THE ABSENCE UNEXCUSED!!!**

If possible, appointments should be made during vacation days, Saturdays, etc. in order to have as few interruptions in instruction as possible.

### **Full Day Attendance -**

All students will be required to attend Pecatonica High School for a full day. A full day of attendance is defined as attending ALL class periods during a given school day. All students should expect to attend from the designated start time through the designated ending time of the school day, unless they are attending CareerTEC or another school sponsored program. If a documented hardship exists which would prevent compliance with "Full Day Attendance" as outlined above, a student may petition the Board of Education for a waiver of this policy. Students wishing to seek a waiver should approach the high school principal with their request.

### **Early Dismissal From School**

In the event that a student must leave school during the school day for school-approved reasons, the parent or guardian should send a note to school and explain this to the person in charge of writing early dismissal passes. The student will be given a pass that they must show to the teacher if they are leaving in the middle of class. Keep this pass. This early dismissal pass becomes your note for the next day. When the student returns to school the following day he or she should give the early dismissal pass to the person writing passes and obtain an admittance slip. Early dismissal will be granted for the same reasons allowable for legal absence. You are encouraged to schedule appointments with your doctor or dentist at times that will not take your student out of school. However, when emergency demands, the appointment should be made as early or as late in the school day as possible, if time permits. Secure early dismissal passes from the person writing passes in the morning before school.

**Remember, when returning to school after a medical or dental appointment, please present written documentation from the medical or dental office you went to for us to use to confirm your appointment and attendance as scheduled.**

### **Pre-Arranged Absences**

In the event that a student must be absent from school but is not ill, he/she is to make arrangements before he/she plans to be absent by bringing a note from his/her parents to the principal in advance. If a student is absent without having made arrangements in advance, his/her parents need to call the school at 239-2611, extension 1311, immediately on the day of absence and the student should have a note of explanation when he/she returns. The note must include the reason for the absence, the date the student is returning to school, the dates the student was absent and the parent's signature. Any student who does not follow this procedure will have the absence treated as an unexcused absence. Students should refer to the MAKE-UP WORK section in the General Information section of this handbook.

**Absenteeism Due to Illness** - If your student is out of school for three (3) consecutive school days, a note is required from a doctor stating that your student may return to school. This note must state the illness, duration of the absence, any limitations on participation in any school activities and have an authorized signature. This is for your child's welfare, as well as the well-being of his or her peers. This information will be handled in a confidential manner. The medical note may be placed in a sealed envelope and addressed to the school nurse. For your child's well-being and the well-being of other students, your child must be symptom free (i.e. no fever of 100 degrees without the use of medicinal intervention, not vomiting, no signs of diarrhea, etc.) for a period of 24 hours before the student can return to school. Students, who go home during the school day due to fever, vomiting, etc., may not return for a period of 24 hours. In addition, they may not return to school for after school activities or programs until they are symptom free for 24 hours.

### **Maximum Absence each semester**

It is the philosophy of the Pecatonica School District that a direct correlation exists between daily attendance and positive school performance. **Students missing in excess of 10 total days in a given class will receive NO CREDIT toward graduation.** Exemptions to the "10 day rule" will be granted in the case of medical or family emergency. Pecatonica High School administration reserves the right to not issue credit to students who have excessive absences. **ALL ABSENCES IN EXCESS OF 10 PER SEMESTER WILL NECESSITATE A DETAILED EXPLANATION OF CIRCUMSTANCES (DOCTOR'S NOTE OR PARENT CONFERENCE) IF AN EMERGENCY WAIVER IS TO BE CONSIDERED!**

### **Home and Hospital Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences 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 the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

See also Pecatonica Board of Education Policy 6:150.

### **Hall Passes**

Any student in the hallway at times other than passing periods must have a hall pass/assignment notebook passbook. Students abusing hall pass privileges will be placed on a no-pass list for the remainder of the semester. Passes are issued at the discretion of the teacher in charge. Non-emergency needs should be taken care of during the passing periods, before or after school or during the student's lunch period.

### **Closed Campus**

Pecatonica High School operates under a Closed Campus Policy. This means that a student is to be on campus (in the school building) in the designated areas from the beginning of his/her first class until the end of the school day. A student is not allowed to leave the campus at any time during the school day except with permission from the office or as part of the curriculum. Any student leaving the designated areas of the campus during the school day will make up time as if it were an unexcused absence and he/she were truant. If you must leave the building because of illness, emergency, or other reason, with parent/guardian approval, you must sign out in the high school office. If a student fails to sign out or follow the proper procedure, this will be considered as a violation of the closed campus policy and the student will be considered truant and unexcused. Under no circumstances will a student be allowed to go home unless a parent comes to pick up the student or other arrangements are made via a telephone conversation with the parent/guardian.

### **Tardies**

Continued tardiness is poor planning and frequently indicates a negative attitude toward the class to which one comes late. We will try to help all pupils look forward to coming to school. Preparedness and punctuality is up to the student. Students have four (4) minutes between classes, which is ample time. Promptness is a virtue. Let's practice it. Please note: It is the student's responsibility, not the parent's, to arrive on time. Students who choose to drive to school will not be afforded excused tardies for weather conditions unless the buses are also late. If you accept the responsibility of driving, plan for inconvenience due to weather, road construction, and car problems. Students arriving late must have a pass issued by the main office.

### **Procedure to follow if tardy**

Students must report to the office for a tardy slip to class. If the student is arriving at school for the first time that school day, an excuse from the student's parents is required explaining the reason for the tardy. A determination as to whether it will be excused or unexcused will be made at that time. If the student has been to classes and is tardy for their next class, they should report to the office or be sent, by the teacher, to get an admit slip. Faculty members will note whether the tardy is excused or unexcused. **After the 3rd cumulative tardy, a Saturday Morning School detention will be assigned. Subsequent tardies will result in additional Saturday Morning School Detentions, or Out of School Suspensions being assigned.**

## **GENERAL INFORMATION**

### **ACCIDENTS**

Any accident in the school building, on the school grounds, or at any school-sponsored activity must be reported immediately to the person in charge or to the school office. Proper medical referrals will be made when necessary. It is the responsibility of the student and parents to fill out "emergency information sheets" each year and to keep them up to date. Student insurance claims must be filed within 90 days of the accident/injury.

### **ANNOUNCEMENTS**

Many announcements of general interest to students and staff members will be read beginning the **Fourth Period** class each day. The purpose of the announcements is to give the students the necessary information for meetings, activities, etc. Students who write announcements for various activities must have them signed by their sponsors. Announcements, which are important, brief, and accurate, will be read. The school will not announce commercial type notices that do not concern our school. Announcements will not be made unless they are in the office prior to **9:00 a.m.** on the day of the announcements. Announcements will be posted for anyone who misses them in fourth hour class. Daily announcements are also placed on the school's website to view.

## **ARTICLES AND ACTIONS PROHIBITED AT SCHOOL**

Problems arise each year because students bring articles that are hazards to the safety of others or interfere in some way with school procedure and the orderly functioning of school. Such items are electronic pagers (122//10-21.10), cellular phones (122//10-20.28) (see also section on cell phones & electronic devices), laser pointers, gang related activities, gang related signs and symbols, gang related colors, other gang related articles and actions, toy guns, water pistols, bean shooters, slingshots, knives, hard balls, radios, CD, DVD, tape and cassette players, and weapons and fireworks of any kind. The list does not include every item that might need to be confiscated but serves merely as an indication of the types of items that do not need to be brought to school. Teachers, staff or administration will determine if an article is inappropriate to have at school. Parents are requested to help students to understand the necessity of such regulations.

## **ASSEMBLIES**

From time to time during the year, there are assemblies in the gym. These assemblies may be of a serious nature or they may be mainly for entertainment. Assemblies are an integral part of each student's entire educational experience. Attendance is required just as if one had a class. Students not attending an assembly will be considered truant. Before games there may be pep assemblies to build school spirit and show support for the team. The student assemblies committee will help select activities for our assemblies. Disruptive behavior and behavior that is rude or in poor taste is prohibited during all assemblies.

## **BACKPACKS, BOOK BAGS AND COATS**

Backpacks, book bags and coats may be worn to and from school only. **Once at school, students will leave any and all backpacks, book bags and coats in their assigned locker.** Backpack may be permitted at teacher discretion as long as they do not disrupt the educational environment.

**BEFORE AND AFTER SCHOOL.** Students are asked not to be in the building before 7:00 a.m. unless requested by a teacher or the bus arrives earlier. After arriving on the school grounds, students are not to leave before the first period unless permission is granted from the office. No student should be in the building after 3:30 p.m. unless requested by a teacher or participating in a supervised activity. The main offices and the academic doors close daily at this time as well as the exterior doors. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.

## **BUS INFORMATION and REGULATIONS**

The school district is required to provide bus transportation for students who live more than 1 1/2 miles from school. Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students must keep hands and heads inside the bus at all times. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay is not permitted around or on the school bus. Bus riders should never tamper with the bus. Do not leave books, lunches or other articles on the bus. Do not throw anything out of the window. Bus riders are not permitted to leave their seats while the bus is in motion. The school schedules all buses to games or field trips and each bus is under the direction of a faculty member. All students are required to return to the school on their assigned bus.

Reasonable dress and conduct appropriate to the situation are expected. Also, school district buses are set up to be equipped with a **surveillance camera** which makes a film record of each student's behavior. The purpose of this monitoring is to limit misbehavior on each bus and provide safer bus transportation. Should a student problem occur on a bus, the school administration may review the film record to determine the cause of the problem.

**PLEASE REFER TO APPENDIX A IN THE BACK OF THIS HANDBOOK FOR FURTHER BUS INFORMATION AND RULES and See also Pecatonica Board of Education Policy 7:220.**

## **CAFETERIA**

Students using the cafeteria or immediate area are expected to observe the following rules of conduct:

1. Food is to be eaten only at tables.
2. No food is to be taken out of the cafeteria at anytime without permission.
3. No food from outside of school businesses (i.e. McDonald's, Culver's, Subway, etc.) is to be brought into the building without permission (exception is a sack lunch).
4. All trash/waste is to be disposed of properly.
5. Students should remain in the cafeteria area until dismissed unless they have a pass issued by a staff member.
6. **OPEN POP CONTAINERS ARE NOT PERMITTED IN THE HALLWAYS OR STUDENT LOCKERS.**

Littering in the cafeteria/immediate area will result in Saturday morning school detentions and/or clean-up duty.

### **CARE OF SCHOOL PROPERTY**

Students shall be held responsible for all school property that they use and shall reimburse the school for equipment and materials lost or abused. Malicious mischief or damage without cause to school property will cause the student and his/her parents to be financially responsible for the damage and will result in disciplinary actions with the student. **Lockers that need special cleaning due to marks, glue, etc., will be cause for a \$20.00 cleaning fee to be assessed to the student.**

### **CELL PHONES, MP3 LIKE DEVICES, IPOD LIKE DEVICES, AND OTHER ELECTRONIC DEVICES TO INCLUDE ELECTRONIC WATCHES.**

Student possession of cell phones or electronic devices (excluding Chromebooks) in the building or on school grounds during the school day is restricted. Students are allowed to use their phones in the morning until they are dismissed to their first class at 7:56 a.m., at which time students are not allowed to have cell phones in the classroom. **All cell phones shall be stored in your assigned hall locker. Cell phones are never allowed in the restrooms or locker rooms. Students are permitted to use their phone while at lunch in the commons area only under the following conditions: Photos/Videos are not to be taken, No audible sounds, No phone calls are to be made.**

The school district is not responsible for theft or damage to phones brought onto school property. Phones must be turned off during the school day, and cell phones must not be visible during class periods. Students may not initiate phone calls or text messages during the school day without the expressed permission of school officials. Violation of the cell phone policy will result in confiscation of the phone. Should a phone be confiscated, a parent or guardian will need to retrieve the phone from the office. If the phone rings/vibrates during the school day, or if a student is caught using the phone (or phone camera) while in a restricted area (classrooms/locker rooms/bathrooms), the student's phone will be confiscated and the student will receive a four hour Saturday School detention. If the phone is used to transmit/receive or record information relating to classroom assignments or assessments, the student will also be subject to the consequences for cheating. If a student needs to make a call during the school day, there is a phone available for student use in the main office or they may use their cell phone within the office. If the student is not comfortable leaving the phone in their locker, they may drop it off in the morning in the main office, where it will be stored safely until the end of the school day, when the student can pick it up. (Reference Board Policy 7:190)

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policies, and all Board Policies. Students will be held accountable for any negative postings, pictures, or video. Students may not use cell phones to "bully" or to post derogatory statements about students, faculty, or staff via text message or social media.

Headphones may be used with their cell phones during lunch or between classes. Use of headphones with Chromebooks may be utilized in a classroom **with** teacher permission only.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Students should inform the office if there is a change of address or phone number so that records and emergency cards may be kept up-to-date.

### **CHEATING AND PLAGIARISM**

Cheating is defined as knowingly giving, copying or accepting another person's work and presenting it as your own. Plagiarizing is defined as using someone else's ideas, words, or material in part or in whole without citing its source and/or without using quotation marks when applicable. Students found guilty of cheating (whether giving or receiving information) or plagiarizing will receive a penalty of zero "0" score, and disciplinary interventions as noted in the school discipline policy. Further or repeat abuse of this rule may result in failure of the course and also subject to additional disciplinary action.

### **CHECKS**

There is a \$25.00 fee for checks returned for any reason. In addition, all further financial transactions will need to be made on a cash basis for one year.

### **CLASS AND ORGANIZATION FUNDS**

All class, organization and activity funds are to be deposited in the office. They will be credited to the proper accounts and receipts given. Money collected must be deposited in the office each day. A class or organization

wishing to make a purchase or a donation or a contract with any agency for service or merchandise must have written approval of its sponsor. The sponsor, in turn, must verify that funds are available in the account and acquire administrative approval. Charge all purchases to the class or organization and not to the school. Submit the invoice or bill for payment. Please refer to the Student Activity Account handout for additional details.

Individual class and organization treasurers are responsible for keeping accurate records of all deposits and purchases.

### **COMMUNICABLE DISEASES**

**It is the parent's responsibility to report all diagnosed or suspected cases of communicable diseases, such as chicken pox, three day measles, mumps, scarlet fever, strep throat, pink eye, impetigo, etc., to the school immediately. A doctor's written permission to return to school is required on all but three-day measles, mumps, and chickenpox. If parents have any questions on the isolation period, please contact your doctor.** See also Pecatonica Board of Education Policy 7:280.

### **COURTESY**

Courtesy to teacher, school employees, other students, and visitors is a tradition at Pecatonica High School. Each of us should strive to be considerate of all others despite racial, religious or economic background. Respect and obey the judgment of your teachers. They are not only your teachers and adults, but they are considered your parents during the school day. Treat all other adult employees of the school, with courtesy too, and follow any request or direction given by them. This includes custodians, cafeteria workers and office personnel. Rudeness will result in disciplinary action.

### **CORRIDOR COURTESY**

1. Keep corridors open to traffic by walking to the right.
2. Please do not block by standing in groups.
3. Please do not sit on hallway floors.
4. Please refrain from public displays of affection.
5. Pass through corridors quietly. Be considerate of others in the halls and classroom.
6. Discard trash in the containers provided.
7. Please help keep our lunchroom clean.

### **CUTTING/SKIPPING**

Being absent from a class or classes without permission is an unexcused absence and an act of truancy. There is no legitimate reason for cutting or skipping. Cutting class is a cause for at least one of the following: loss of academic credit, failing grade, Saturday morning school detention, suspension or expulsion. Severity of the discipline will depend on the record of the student and frequency of the offense.

### **DANCE REGULATIONS**

Organizations that sponsor a dance shall provide a minimum of three student workers for each dance. These workers are to sell tickets and supervise other entrances to the area. They are to report to the person in charge no later than 15 minutes before the dance is to begin. Failure of the organization to have three workers will result in the selection of three workers and paying them from the organization's funds or dance profits.

1. Adult chaperones (teachers) are required for supervision. Administration will determine the number of chaperones required based on number of students attending.
2. No food or drink allowed in the gymnasium.
3. NO SMOKING by any student or guest on school property.
4. Rules and regulations as stated in the Student-Parent Handbook of Pecatonica High School and any special occasion rules (example: special Prom rules) also apply to students and guests attending.
5. Who may attend?
  - a. Presently enrolled Pecatonica High School students.
  - b. Friends and dates that are not members of our school, **but are under 21 years old**. In this case they must have a guest pass procedure form filled out and submitted for approval and appropriately acted upon before they may attend. **(Attendance is subject to the approval of the chaperones and administration.)**
  - c. Students in good standing. (No outstanding fees/fines permitted)
6. All attendees are subject to alcohol testing.
7. Students are expected to dance in a respectable manner. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is not allowed. No slam dancing, break dancing, freak

dancing, grinding or other sexually provocative dancing is allowed. School officials reserve the right to make decisions on suitable dancing and individuals who engage in the above-mentioned behaviors will be removed from the dance.

### **DETENTIONS**

Students may be assigned detentions by the administration or faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems. It is the student's responsibility to serve his/her Saturday Morning School detention. Saturday Morning School detentions will not be changed except for emergency reasons and medical appointments. Work and extra school activities are not reasons for change. Students who are chronic SMS detention holders and/or do not attend assigned SMS detentions will face more stern disciplinary action.

**NOTE:** SMS detentions may be worked off through the substitution of alternative penalties whenever deemed more appropriate by the administration. EXAMPLE: School improvement work...policing the grounds. Failure to attend SMS detention on the student's designated day will result in penalties ranging from additional SMS detentions to suspension.

### **DISCIPLINE**

One goal of Pecatonica High School is to develop positive and constructive student behavior. It is necessary for each student to develop self-discipline and a strong sense of responsibility toward himself/herself and others. For those students who are unable to display positive and constructive behavior or are unable to demonstrate self-discipline, it may become necessary for teacher and/or administration to enforce the discipline. Students may be suspended or be recommended for expulsion for a serious or repeated violation of school rules. While the principal and superintendent are legally permitted to suspend a student from school, expulsion must be approved by the Board of Education.

Students are expected to be responsible for their own actions. The choices you make will determine the consequences. Pecatonica High School students are prohibited from engaging in behavior that will endanger or threaten the health and/or safety of others, that will damage property or that will impede the orderly conduct of the school program

### **PLEASE REFER TO APPENDIX B OF THIS HANDBOOK FOR THE STUDENT DISCIPLINE CODE**

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

### **DRESS AND GROOMING**

Most educators believe that a student's behavior patterns are closely associated with their dress. The manner in which a student dresses and grooms himself/herself is a reflection not only of the school but of the individual person as well. One way to maintain a good reputation not only as an individual but also for the school as a whole is for all students to dress appropriately while in attendance at school. Each student's attire should reflect credit upon either him or her as an individual and as a community as a whole. We require that students dress in a way that does not distract or disrupt the educational environment of the school and also in a way that will not compromise the individual safety and health of the student.

Parents should provide guidance for their student in their attire and in their grooming. Ordinarily the school does not discriminate against individual differences in terms of dress and grooming. However, students will be held from class and requested to change clothes before returning to class if they arrive wearing any of the following (including accessories):

hats, other head attire, including beanies, berets, bandanas, sunglasses, and sweatbands

halter tops, spaghetti strap tops, tank tops, racerback tops (clothing must cover shoulders)

tops that expose the mid section of the body and/or over expose any part of the upper torso of the body

any clothing that exposes undergarments

Clothing may not advertise, promote, display, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, profanity, vulgar/lewd/obscene or offensive messages, firearms, gang symbols, or other inappropriate images.

clothing that may be revealing or visually inappropriate

**clothing with excessive holes and tears (to include current fashions that promote holes and tears) No skin is exposed between shoulders and mid thigh.**

Yoga pants, leggings, spandex, jeggings, or biking pants must be worn with other clothing covering private areas.

pants or shorts that are not worn at an appropriate level  
no pajama clothing, robes  
gang related clothing, colors, jewelry, etc.  
Appropriate footwear must be worn at all times

If there is any doubt about dress and appearance; the building principal will make the final decision.

Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

**Shorts, skirts, and dresses of an appropriate length** (minimum of mid-thigh, or at fingertip length) will be allowed. Shoes are to be worn at all times, with the exception of locker and shower room areas, when students are changing for physical classes or athletic events. Special groups of students dealing in extra-curricular activities will be expected to conform to the requirements of the activities sponsor. Also there is no reason, other than medical, to wear sunglasses in the building with the present lighting system. **(See also Pecatonica Board of Education Policy 7:160)**

### **DRUGS, ALCOHOL, CONTROLLED SUBSTANCES AND LOOK ALIKE DRUGS**

Drugs, alcohol, controlled substances and look alike drugs are prohibited. Anyone found using, in possession of, under the influence of or selling drugs, alcohol, controlled substances or look alike drugs on school grounds or at school sponsored activities may be placed in police custody as well as being subject to the **Student Discipline Code, Appendix B**.

### **EARLY DISMISSAL**

Students at the high school are dismissed at 11:15 a.m. or 1:45 p.m. on scheduled early dismissal days, as noted in the school calendar.

### **EMERGENCY PROCEDURES / Safety Drills:**

In the event of a lockdown, fire or civil emergency the procedures as outlined in **Appendix E**, located at the end of this handbook, will be followed.

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **EXAMINATIONS**

Teachers may administer tests in their classes at their discretion during the school year.

### **EXCLUSION LIST CRITERIA**

The Exclusion List is designed to address chronic inappropriate student behaviors that are not impacted by traditional behavior modification techniques (i.e. SMS detention, suspension, etc.). The Exclusion List is not mutually exclusive of other behavior modification techniques, but an additional component of the overall school discipline plan. A student placed on the EL will not be allowed to attend any school sponsored activity (sporting event, dances, field trips of a non-academic nature) or other events and/or may lose parking privileges and hallway pass privileges etc. as determined by the administration.

### **EXPULSION AND SUSPENSION**

The school administration is delegated the authority to set rules and regulations to guide students through the educational process. They are given the authority to suspend and recommend expulsion to the Board of Education. Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, disorderly, vicious, illegal or immoral conduct and persistent violation of school regulations are causes for suspension from school. This includes, but is not limited to, violations of narcotic laws, use of alcoholic beverages, hazardous or unauthorized use of any automobile, use of fireworks or violation of any local, state or federal laws.

## **EXTRACURRICULAR ACTIVITIES AND SCHOOL SPONSORED EVENTS**

Anyone who participates or competes on one of Pecatonica High Schools extracurricular activities is subject to the extracurricular code of conduct and regulations as stated this handbook.

A great deal has been written over the years about the role and value of extracurricular activities as a part of the total school program. In making the choice to participate it is hoped that you will come to know and receive fully all the benefits that participation can offer and, at the same time, maintain and receive the full benefits of your educational experience. See the Table of Contents of this handbook to find the extracurricular participation policy and eligibility rules and regulations that participants will be required to follow. Students involved in interscholastic activities must be in attendance a FULL day to be eligible to participate that day.

Students are encouraged to participate in at least one or more co-curricular activities to enrich their school experience. The Board of Education believes that all co-curricular programs should be designed to serve the needs of all male and female students in our school and that their welfare will be uppermost in the foundation of policies in guiding our actions and decisions.

School activities are provided for the students in order to help them enjoy the school year. The prime purposes are for enjoyment as well as a broadening of educational experiences.

Students attending these activities are urged to conduct themselves as ladies and gentlemen at all times. Appropriate dress and manners are called for. You are representing yourself, your class, your school, and your community. Inappropriate behavior will cause you to be asked to leave a school activity. The Pecatonica School district discipline code is in effect at all school sponsored activities, home and away.

Every student who participates in athletics, cheerleading, pom pons, dance squads and other activities must have insurance and, if required, a health certificate from a doctor, and applicable fees paid, prior to practicing and or participating. Students covered under a family insurance plan and providing a parental statement of the fact are exempt from purchasing school insurance.

Students involved in interscholastic activities or other school sponsored events must be in attendance a full day to be eligible to participate that day unless the principal gives prior consent. Pecatonica High School students are fortunate to have a number of co-curricular activities to involve themselves in during their high school years. Listed below are the activities offered:

*Academic Bowl	*WYSE	*Key Club	*Foreign Language Club
*Student Council	*Instrumental Music	*Science Club	*Other Clubs
* Class Officers	*Vocal Music	*Pom Pons	
*National Honor Society	*Athletic Teams	*Bass Fishing	
*Art & Adventure Club	*Cheerleading	*Winnovation	

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

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

### **EXTRA HELP**

Students are encouraged to seek extra help from their teachers. Students should arrange for a conference with the teacher before school or at a time convenient to both during the day. Teachers will request that a student remain after school and talk with their parents if it is apparent that the student is experiencing difficulty or if assignments are not completed on time.

### **FALSE FIRE ALARMS**

Any student abusing or knowingly misusing fire alarms or fire equipment will be suspended. The setting of a false fire alarm is a felony and the student or students involved are open for prosecution.

## FEES

### REGISTRATION FEES

Registration fees for the 2019 - 2020 school year are as follows:

Early childhood through 4 <sup>th</sup> grade	\$100.00
5 <sup>th</sup> grade through 8 <sup>th</sup> grade	\$120.00
Grades 9-12	\$170.00

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

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

### EXTRACURRICULAR ACTIVITY FEES

A fee is charged for each participant in each sport and/or activity. This is due before the first day of practice or the activity. After the first five days of practice/activity, no refunds will be given if the participant decides to sever his/her participation or is dropped for disciplinary reasons. If the participant quits or is dropped for disciplinary reasons prior to 5 days of practice or the activity, the participant shall receive a refund of approximately 75% of the fee. The athletic director/assistant principal will handle any situation not covered by the above refund statement on an individual basis. Other fees include:

Athletics	<b>\$80.00</b> /per sport
Clubs and Organizations	<b>\$10.00</b> /per activity (*See list under Extracurricular Activities)
Cheer/Spirit Makers	<b>\$20.00</b> /per season

### OTHER FEES

Driver Education	<b>\$225.00</b>		
Required PE Uniform Fee	<b>\$ 15.00</b>	AP Course Exam	<b>\$ 93.00</b>

### FIELD TRIPS

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

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

See also **Pecatonica Board of Education policy 6:240.**

### FUNDRAISING

The principal and superintendent must approve all fundraising projects. Projects that involve selling merchandise to residents of our community are not allowed without special permission. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students or outside organizations.



## **GAMBLING**

The playing of games of chance for the express purpose of exchanging money is strictly prohibited at school. Teachers will confiscate any money or material and refer all students involved to the office. Violations will be handled as described in the student disciplinary code, **Appendix B**.

## **GANG & GANG ACTIVITY**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **GENERAL RULES**

The number and severity of rules depends on the actions of the student body. We would like to limit our rules to as few as possible. We do not feel it is necessary or possible to write rules covering everything you can or cannot do. Our faculty feels that the responsibility of citizenship is one of the main areas of learning in the school and that students will be in the process of assuming this responsibility. You will continue to grow in responsibility. It is for you to differentiate between right and wrong-- teachers will guide and counsel, but the student must make the decision. Your readiness and ability to assume more control over your education determines the level of your performance and progress throughout the year. A few rules are listed as guides.

1. Students may not leave the school grounds during school hours unless authorized to do so by the school administration.
2. We expect teachers to extend every courtesy to all students and we expect students to be courteous at all times to all teachers.
3. Students are expected to assume responsibilities for their conduct when in attendance at any contest, meeting, etc., where Pecatonica High School is represented.
4. Come to school to work at getting your education. While you are at school, behave yourself.

## **GUM CHEWING**

Responsible gum chewing will be allowed at Pecatonica High School. If the practice becomes a nuisance or is distracting to the educational process, teachers will request its discontinuation. Special classes (i.e. Speech, Choir, Band) will remain gum free at the discretion of the instructor.

## **GYMNASIUM**

All students are expected to take physical education and wear a P.E. uniform approved by the physical education department. Students are expected to wear gym shoes while participating in gym class activities and are requested to refrain from walking across the gym floor when wearing street shoes.

**BEVERAGES AND FOOD ARE NOT ALLOWED IN THE GYMNASIUM DURING THE SCHOOL DAY.**

## **HAZING, INTIMIDATION AND/OR BULLYING**

Bullying, intimidation, hazing and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct. No initiations may be held outside of school organizations' regular meetings. Initiations held within meetings must be approved and supervised by the advisor and/or the administration. Any initiations that involve the slightest element of physical danger, poor taste, or are demeaning in any way are not permitted. **See also Pecatonica Board of Education Policies: 2:260, 7:10, 7:20, 7:180, 7:190**

## **HOMEWORK**

Home study is a necessary part of the student's education. Each student must be expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

## **INSTRUCTIONAL STUDY PERIOD**

The Instructional Study Period (ISP) is a daily period meant to help students academically.

## **LIBRARY**

The Library is available to all students for research, reading, studying, etc. The Library is open during the entire school day and for a short time both before and after school. Listed below are guidelines to be followed when using the Library:

1. Students must have a pass from a teacher to use the Library.
2. No materials of any kind will be removed from the Library without first checking them out or receiving permission from the librarian.
3. Materials may be checked out for two weeks, with the exception of Reserved and Reference materials, which may be checked out at the end of the day. Reserved and Reference materials may be checked out only overnight and are due before second period the next day.
4. There will be a fine of ten cents per school day for materials that are not returned on time, with the exception of Audio-Visual and Reference materials. Late Audio-Visual and Reference materials are fined one dollar per day.
5. Materials that are returned to the Library should be placed in the specified Book Return Area and not on the checkout counter.
6. Students will be assessed a fee for lost or damaged Library materials.
7. No one will be allowed to sit on ventilators, shelves, desks or put their feet on chairs, etc.
8. No bags or purses will be allowed on tables or desks.

## **LOCKERS AND PERSONAL ITEMS**

Each student is issued a separate locker with an individual padlock and combination known only to the student and the office. The security of locker items rests with the student. The student who shares his or her locker combination with others often finds himself/herself the victim of theft. The school cannot be responsible for items lost or stolen. It is recommended that students keep their lockers locked and that they not give their combination to other students. Padlocks are provided for students and should be used to secure the student's locker. At the end of the school year, students will be required to account for the padlock issued to them. Padlocks that can't be accounted for by the student will be cause to charge the student a lost padlock fee of up to three times the original cost of the padlock. Lockers are the property of the school and must be used for the purposes intended, i.e., a storage area for books, school supplies, and outdoor garments. Students are advised that school officials may search lockers at any time, with or without the student's knowledge or consent. Students are not to place permanent stickers, decals, carpeting, etc. or use marker on the lockers. Students whose lockers are in need of special cleaning due to marks, glue, etc. will be charged a cleaning fee of \$20.00. Please help by keeping yours clean.

See also **Pecatonica Board of Education Policy 7:140**

## **LOST AND FOUND**

The lost and found is located in the school office. Students, not the school, are responsible for their personal property and are discouraged from bringing large amounts of money or other valuable items to school.

## **MAKE-UP WORK**

Students who are absent from school with valid cause will be considered excused and are entitled to all make-up work with full credit. The amount of time allowed to complete the make-up work is up to the individual teacher. A common standard is one day for each day the student is absent, unless special circumstances exist. Deadlines for assignments will be determined by the class teacher. A student will receive his/her earned score if completed and turned in on time. If a student does not meet the deadline as established by the teacher, his/her earned grade will be decreased by 50%. Assignments not meeting the second deadline, as established by the teacher will earn a zero.

**Students who miss school because of a pre-arranged absence should request their work a number of days before they leave and have it completed when they return for full credit.**

Students who are absent from school without valid cause will be considered unexcused and will not be allowed to make up missed work.

It is the student's responsibility to initiate and maintain the make-up work process, with the teacher, until the work is complete and appropriately turned into the teacher.

### **MEDICAID DATA INFORMATION**

Medicaid data information is located in **Appendix X**.

### **MEDICAL EXAMINATIONS AND REQUIREMENTS**

The School Code of Illinois requires evidence of a physical examination for all pupils prior to their entrance into the ninth grade. In addition to the physical examination, every child prior to entering the ninth grade shall be immunized in accordance with rules and regulations of the Department of Public Health.

Students unable to participate in physical education due to illness or accident beyond three consecutive school days, yet still able to attend school, must have a written doctor's statement on file with our office indicating the period of time for which the student is to be excused.

### **MEDICATION**

Medications, aspirin and Tylenol included, cannot be given at school without a doctor's written order. **THIS IS A STATE LAW THE SCHOOL MUST FOLLOW.** If it is necessary for your student to take medication at school, a note from the doctor must be sent to school with the medication in a **PROPERLY LABELED CONTAINER**. No medication will be dispensed without a doctor's written order. **See Appendix O for additional information.** See also **Pecatonica Board of Education Policy 7:270**.

### **MOTOR VEHICLES/PARKING**

Driving a vehicle to school and parking in the school lot is a privilege that should not be abused. Students who violate discipline code can be prohibited from driving/parking on school property. Students who use cars or other motor vehicles for transportation to and from school are expected to comply with the laws of the State of Illinois and the town of Pecatonica as well as those listed below.

1. Students will park their vehicles in the east parking lot area between the hours of 6:00 AM and 10:00 PM.
2. Vehicles must remain in their parked position until the end of the regular school day unless permission to move them is secured from the principal.
3. Students will not loiter in or around the parked cars or enter the parking lot during the school day without permission from the principal.
4. Anyone driving recklessly on school grounds or on the way to or from school may be denied parking privileges on the school grounds and may be subject to disciplinary action
5. Drivers and passengers riding in cars in violation of these regulations will be held equally responsible.
6. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the

discretion

of the school, at the vehicle owner's expense.

7. **THE SPEED LIMIT ON THE PECATONICA HIGH SCHOOL CAMPUS IS 10 M.P.H.**

See also **Pecatonica Board of Education Policy 7:140**.

The lots located in the front of the building (West) and South are for school staff, visitors, and others designated by administration. These lots **MAY NOT** be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## **NON-SCHOOL ORGANIZATIONS**

Pecatonica High School does not and cannot give recognition to any fraternity or sorority, nor approve of pledging, hazing, or any activities they may initiate. Because this is a public, tax supported school, and because these organizations are not open to all in membership or under school supervision, they are asked to keep their activities entirely off school property

## **PARENT CONFERENCES**

Parent conferences may be initiated by either the parent or the teacher. Parent-teacher conferences are an excellent way of laying the groundwork for cooperation to help the student, to keep fully informed of student progress or lack of it, and prevent surprises of which you may not be aware.

## **PHYSICAL EDUCATION**

Students are required to wear an approved uniform for participation in physical education classes. Students will be allowed to wear the same uniform from prior years once they have purchased a uniform. Students are required to dress daily for activity. After the 3rd cumulative no dress, a Saturday morning detention will be assigned. Subsequent infractions will result in additional disciplinary actions. Under the School Code of Illinois, 27-6, physical education programs have been changed. Illinois School Code requires eighteen weeks of health education to be taught at the ninth and/or tenth grade levels in lieu of physical education. The law also allows local Boards of Education to adopt policy allowing eleventh and twelfth grade students, on an individual basis, to be excused from physical education for one or more specific reasons. See **Appendix L** of this handbook for more information.

## **POSTERS**

There are several bulletin boards throughout the school. Any announcements placed on these boards must be approved by the office before being put on display. Attach only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape or thumbtacks, and do not attach to painted walls or varnished surfaces. It is understood that all signs posted will be taken down after a reasonable length of time by the person putting them up.

## **PUBLIC DISPLAY OF AFFECTION**

We certainly do not wish to discourage compatible relationships between couples; however, we expect them to control their display of affection while in school or school-sponsored events. If, in the opinion of the staff, a couple is inappropriate in their display of affection, the couple will be asked to discontinue. If there are further occurrences, a referral will be made and parents notified. Any display of affection beyond hand holding is considered inappropriate.

## **SCHEDULE CHANGES**

All students are REQUIRED to attend the first day of classes at the beginning of the first semester. After the first day, students should see the school counselor to discuss possible changes. Students wishing to request to change their schedules for the second semester must do so prior to the beginning of the second semester. Schedule changes will be very limited, as much time has been spent creating the master schedule based on student requests from last spring. **DO NOT WAIT TO CHANGE YOUR SCHEDULE AFTER THE SECOND SEMESTER STARTS. YOU WILL RECEIVE A WITHDRAW/FAILING** (See Withdraw/Failing Guidelines in the Curriculum section of this handbook).

Schedules changes may be considered for the following reasons:

1. Possible in terms of your existing schedule and the change will not overload a particular class.
2. The change results in a reasonable program of studies in terms of the established curriculum.
3. The change is approved by the teacher, and the counselor, and the principal and parents, if necessary.

## **SCHOLARSHIPS**

Many scholarships are available to students interested in obtaining financial assistance. Information can be obtained from the counseling office on individual scholarship amounts and necessary qualifications. A list of local scholarships is also available online through the school's website. Students should continuously check for scholarships throughout their senior year.

## **SCHOOL and the LAW**

Any unlawful act taking place on school grounds, buses, at school sponsored events, or against school personnel or their property not only makes the student subject to penalties which the courts may prescribe, but also may result in suspension or dismissal from school.

## **SCHOOL CLOSINGS**

An informational announcement using School messenger will be sent to parents/students indicating school closing, delays or early dismissals. School closings will be announced before 7:00 a.m. When the weather appears threatening, you are urged to tune in to one of the radio or television stations listed above. **PLEASE DO NOT CALL THE SCHOOLS OR THE RADIO STATIONS.**

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

## **SCHOOL DISTRICT WEBSITE**

[www.pecschools.com](http://www.pecschools.com)

## **SCHOOL OFFICE**

The school office is a place of business in which all school activities are coordinated. Students who have business to conduct should report to the secretary for assistance. Office hours will be from 7:30 a.m. to 3:30 p.m. The office phone number is 239-2611, extension 1311.

## **SEARCH AND SEIZURE**

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

### **School Property, Equipment, and Personal Effects Left at School 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 to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent/Building Principal 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, or 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, backpacks, 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 District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student 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 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.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. See also Pecatonica Board of Education Policy 7:140.

### **SMOKING**

Students (and guests) are not allowed to smoke in the school building, on school grounds or at school sponsored events, this includes the use of e-cigarettes.

### **SOCIAL MEDIA**

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

### **SOLICITING**

No subscriptions, tickets, food items, or other items other than those associated with school-sponsored activities are to be sold on school property by students or outside organizations during regular school hours. All school-sponsored sales must be approved and scheduled by the building principal and district superintendent.

### **SPORTSMANSHIP**

All students should set an example of good sportsmanship at all times. For example, the highest respect must be extended to game officials, visiting players, and fans. Remember that our visiting teams and spectators have been invited as our guests. When visiting other schools, students should act, as they would expect guests to act in their homes. Student's actions reflect credit or disrespect on the student and his school. Booing, name calling, etc., are always out of place and will be dealt with appropriately. Show some CLASS and PRIDE.

### **STEALING**

Any student who commits or attempts to commit a theft or breaking and entering at school faces suspension and/or referral to the authorities. Theft includes: stealing school property from faculty, school employees or other students. Breaking and entering includes the school building, lockers, locked rooms or other areas prohibited to you.

### **STUDENT INSURANCE**

Supplemental insurance to cover accidental injury is available to all students. All athletes and must purchase school insurance or file an insurance waiver form in the office, prior to practicing.

Claim Procedure:

1. Report the accident to the instructor in charge or to the school office immediately.
2. Obtain a claim form from the school office.
3. Follow all instructions carefully.
4. The form must be sent to the insurance company by the parent or guardian after all instructions have been completed.

It is the responsibility of the student and parents to fill out "emergency information sheets" each year and to keep them up to date for their student(s). Student insurance claims must be filed within 90 days of the accident/injury. It is recommended that parents and students review the online Student Accident Coverage brochure, available at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com), for a summary of basic coverages, limitations, instructions, and exclusions. Claim forms are available at the high school office upon request. **Parents are responsible for completing and submitting the Claim Form to the Claim Management vendor within 90 days from the date of injury.** It is important to note that this Claim Form should **NOT** be left with the physician or hospital.

**IT IS THE RESPONSIBILITY OF THE STUDENT AND PARENT, NOT THE SCHOOL, TO SEE THAT THE INSURANCE CLAIM IS FILED PROPERLY AND ON TIME.**

### **STUDENT RECORDS**

An individual student has a right of privacy for his compiled records. Confidentiality of student records will be protected from outside parties. Dissemination of any student's record to agencies or persons outside the school system is done only with the informed consent of the parent or student. A parent has full access to all records pertaining to their student. See **Appendix C** for further information.

### **SUMMER SCHOOL, COMMUNITY COLLEGE, NIGHT SCHOOL, CREDIT RECOVERY**

Summer school, community college, night school, or credit recovery course work will be accepted toward graduation credit under the following conditions:

1. Not more than one credit (per year) of credit recovery will be accepted towards graduation.
2. Credit will be accepted on a pass/fail basis and will not be used to calculate grade point average. College course grades earned will transfer back to Pecatonica High School as unweighted grades and are used in calculation of grade point average.
3. Courses that are required for graduation in the student handbook must be taken at Pecatonica High School and taught by Pecatonica High School faculty unless there is a compelling reason which would prevent it. (e.g. extended illness, school caused scheduling conflict, students participating in *Running Start* at Rock Valley College, *College Now* at Highland Community College, courses offered at Winnebago High School, etc). Approval from the building principal must be given before any required course may be taken for credit.
4. Students choosing to take credit recovery classes to replace failing grades for eligibility purposes must have successfully completed the course prior to the official starting date of the season in which the student will participate. The first official day for clubs and activities will be the first day of student attendance.
5. Students must receive approval from the school counselor and principal prior to enrolling in a course.
6. The course is offered by an approved and accredited institution of learning.
7. All expenses will be paid by the student. (Exception when enrolled in College Now / Running Start programs)
8. The deadline for official notification of grades and credit, from the approved institution, will be established by the school counselor and principal at the time of approval for enrollment.

### **SURVEILLANCE CAMERAS**

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

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written in the book in case they are misplaced. Students will be charged a fine based on the principal's or teacher's judgment for abuse, misuse, or loss of books.

### **TRANSCRIPTS**

Official transcripts of student records are issued on a written request of the student to the school counselor or principal's office. The student may request as many transcripts as necessary. No fee will be charged for transcripts issued.

### **TRESPASSING**

The high school campus, as posted, is closed daily between the hours of 11:00 p.m. and 6:00 a.m. Anyone that is found to be on the high school campus, without appropriate permission, between these hours, will receive consequences from the school district, if appropriate, and be subject to arrest by the local police authorities.

### **VANDALISM**

Acts of vandalism are uncalled for behavior. This includes but is not limited to toilet papering and egging of the school building, school property, and/or property belonging to school personnel. They cannot and will not be tolerated. Students are responsible for the proper care of school property to include all books, supplies and furniture supplied by the school. Students who disfigure property, break windows, deface or do other damage to school property, hall lockers or other school equipment will be required to pay for the damage done or replace the item and be subject to appropriate actions named in the school district discipline code and referral to the police authorities.

The School Code of Illinois clearly states under Article 15, Section 5, that the penalty of any such act will be three times the amount of the damage. Whenever possible, this administration intends to discourage such acts and whenever necessary, invoke this penalty.

### **VENDING MACHINES**

The school has placed water, juice, soda and snack machines within the school for student convenience. Proper handling of cans, bottles and wrappers has a corresponding effect on its longevity. Students are not to take nor drink beverages (to include pop) beyond the cafeteria area adjacent to the machines. The machines will be operable before and after school and the non carbonated beverage machines will be on during lunch. We encourage students to be responsible of their privilege to the machines by encouraging others to properly use and dispose of waste.

### **VISITORS**

Visitors are welcome, especially parents. However, please obtain permission from school administration before bringing a guest to school. No visitors are allowed on days when school is dismissing early, when other schools are dismissed for the holidays, while incurring absence at another school in the area, or if prior arrangements have not been made. Visitors must register in the office and secure a pass. The student must accompany the guest throughout the day and will be responsible for the visitor's conduct. Present the pass to each teacher at the beginning of each period.

Teachers and other employees may request any person entering a public school building to identify himself and the purpose of their entry. A person who refuses to provide such information is guilty of a petty offense and upon conviction shall be fined not more than \$100 (from the School Code of Illinois). Visitors should report to the high school office, room D102.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Parents wishing to visit the school are always welcome. However, please obtain permission from the principal's office for the day that you wish to visit the classes. Each visitor must have a pass from the office to present to the classroom teacher at the beginning of each period. **See also Pecatonica Board of Education Policy 8:30 and 8:95.**

### **WITHDRAWAL FROM SCHOOL**

If you wish to withdraw or transfer from Pecatonica High School, you must report to the office and obtain a withdrawal form. This form must be signed by all your teachers, the librarian and/or the athletic director and/or the music instructor. This policy is to protect the student's belongings and the school's property. Students must also check in all textbooks in the office. All fines and damage charges must be paid before the student can receive his/her official grades. Any student planning to enroll in another school should leave written permission with the high school office to send their records to the new school.

### **WORK PERMITS**

Work permits are issued in compliance with the rules of the State Department of Labor. Students may obtain a work permit from the Principal's office or School Counselor. Children between the ages of 14 and 16 are allowed to work 3 hours per day on school days and 8 hours per day when school is not in session. Work must be done between the hours of 7:00 a.m. and 7:00 p.m. The following items are required for issuance of a work permit:

- Statement from employer giving type of work and hours of work.
- Birth certificate or transcript thereof. For children over 16 years of age, the school requires a statement from the employer and a record of birth.
- Doctor's statement of physical fitness.

Generally speaking, a student should be doing passing work in his subjects before trying to obtain a work permit.



# EXTRA CURRICULAR CODE OF CONDUCT

## PECATONICA COMMUNITY UNIT DISTRICT #321

### **Purpose:**

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

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

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

### **Term:**

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

### **Definition:**

The activities covered by this Extracurricular Code include:

1. All IHSA sponsored events at PHS and all Route 72 Conference activities at PCMS.
2. All extra curricular activities that are not subject to grading, including, but not limited to:  
At PHS: Art and Adventure Club, Pep Band, Cheerleading, FFA, Foreign Language Club, Key Club, Math Club, National Honor Society, Natural Helpers, Science Club, Art Club, Spiritmakers (Pom pons), Scholastic Bowl, Student Council, WYSE, Yearbook, and Bass Fishing.  
At PCMS: Cheerleading

### **Eligibility Requirements:**

Participants choosing to be involved in extracurricular activities are subject to the Illinois High School Association's scholastic standing requirements by maintaining passing grades in at least 20 credit hours of high school work per week. Participants must meet the Pecatonica School District's eligibility requirements listed below:

1. Be enrolled as a full-time student.
2. Students must be passing all classes (No F's) weekly, quarterly and semester.
3. Must have passed all courses during the immediately preceding semester at the High School level. Middle School participants must have passed all courses during the immediately preceding quarter (effective August 2012). Incoming freshman students will have the opportunity to participate in activities and athletics immediately starting their freshman year.
4. Have a current physical exam card on file before practicing or participating. "Current" in this item refers to a physical exam not more than 395 days old that will carry the participant through the season without the need for a new, updated physical exam. (i.e. if a physical expires before the completion of the IHSA season of participation, the participant must have a new, up to date physical on file with the activities director prior to the season starting) Cards may be obtained from the main office (**athletics only**).

5. Have a signed extracurricular code on file with the activities director or applicable advisor/sponsor. All forms must be completed on rschooltoday website.
6. Have paid the required participation fee. If applicable.
7. Have turned in all equipment and or uniforms from previous activities.
8. Have adequate insurance coverage (**athletics only**).
9. Be in attendance a FULL day on the day of participation. This includes participation in practices as well as contests. Absences due to medical will be allowed. A single exception to this section may be granted during each respective season at the discretion of the administration if warranted by special circumstances.
10. Have written parental consent to conduct random drug and alcohol testing on file, on or before the 2<sup>nd</sup> Friday in September. Failure to sign a consent form pursuant to the District's extracurricular drug and alcohol testing program will result in the participant being ineligible to participate in any extracurricular activities.
11. If a student has an unexcused absence on Friday, they will not be allowed to play/participate on Saturday.

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

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

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

### **Academic Eligibility:**

A weekly eligibility report will be given to all coaches/advisors by 8 am the last school day of each week. This report will reflect a quarterly/semester cumulative eligibility report. The ineligible period runs for one week beginning the first Monday after the report is posted, through Saturday of the same week. Reports will be final at 3:00pm on the last day of school that week.

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

The first and second week of ineligibility the participant must attend practices and contests but may not participate in and contest/performance/function or dress in uniform.

The subsequent weeks and subsequent weeks of ineligibility the participant may not practice with the team/group or take part in any team/group activities if they are failing any classes, but may earn his/her way back into full participation by raising all of their grades above passing.

In partnership with school administration, the coach may have the right to remove a student from a team due to academic eligibility concerns. See also Pecatonica Board of Education Policy 6:190.

### **Coaches/Advisors**

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

### **Appearance:**

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

**Travel:**

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

**Behavior:**

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

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

Actions that violate the Pecatonica school district discipline code (Middle School Student Handbook Appendix B or High School Student Handbook Appendix B) will result in consequences consistent with disciplinary interventions outlined in the respective student handbooks and will subject the participant to discipline under this Extracurricular Code of Conduct.

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

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

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

Upon receiving information regarding a violation of the Extracurricular Code of Conduct, the Activities Director or Building Principal shall advise the participant of the alleged violation.

The participant shall have the opportunity to respond to the charge.

The Activities Director and or Building Principal shall notify the participants parents of the charges, and be advised of the participants response to the charges.

The Activities Director or Building Principal will notify the participant and participant's parents of the consequence for the violation of the Extracurricular Code of Conduct.

The participant may appeal the decision of the Activities Director and or Building Principal to the Superintendent in writing within ten (10) calendar days from the date of the decision. The Superintendent's decision shall be final

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

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

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

**Consequences**

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

**Suspension (Athletics)**

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

**For Pecatonica High School participants:**

22% of the scheduled season. For example: 2 of 9 football games, 8 of 35 volleyball games.

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

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

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

**Suspension (Non-Athletic Activities)**

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

**Awards**

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

**Positions of Leadership**

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

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

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

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

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

**4. Substance Abuse Testing Program**

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

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

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

A student, who chooses to participate in an extracurricular activity after the 2<sup>nd</sup> Friday in September, must be tested prior to participating in the activity. A negative test result must be provided to the building principal or his designee prior to being allowed to participate, at the student's expense. (Updated 6/02/10)

See also **Pecatonica Board of Education Policy 7:240.**

## **APPENDIX A**

### **BUS RULES**

To ride a school bus is a privilege and a convenience for the student and his/her family. There are, however, certain standards of behavior that are necessary for the physical safety and good moral environment that is desired for students attending Pecatonica Schools. Students who are found to be guilty of misconduct or disruptive influence are subject to school regulations that include possible suspension from the privilege of riding a bus.

Discipline problems will be handled in the following manner;

1st offense: Warning by the bus driver and notification to the principal.

2nd offense: Referral to the principal and notification to the parent/guardian.

3rd offense: Student will be suspended from riding the bus for 1-5 days. Mandatory parent/guardian conference prior to the student returning to bus service.

If the student continues to have problems on the bus, he/she may be removed from riding the bus for extended periods of time or the remainder of the school year. There are circumstances, when considered in the context of the violation that could result in the student being removed from the bus for an extended period of time or the remainder of the school year regardless of what offense it may be.

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

#### **INSTRUCTIONS TO SCHOOL BUS RIDERS:**

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has come to a complete stop.
4. Do not leave your seat while the bus is moving.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the bus driver.
7. Keep hands and heads inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad-crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Carry no animals on the bus.
12. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
13. Keep books, packages, coats and all other objects out of the aisles.
14. Leave no books, lunches or other objects on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of small children.
17. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. Special bus arrangements, stops, etc., must be arranged in advance with the principal or superintendent. Requests must be in writing by all parties involved.
21. All school rules apply while riding the bus.

See also **Pecatonica Board of Education policy 4:110 & 7:220.**

## NOTICE TO PARENTS/GUARDIANS

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

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

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

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

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

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

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

# APPENDIX B

## SCHOOL DISTRICT #321 DISCIPLINE CODE

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

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

### Disciplinary Interventions - Minor Infractions

#### First Infraction

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

#### Repeated Infractions

- Any lower level intervention
- PBIS Behavior Intervention Plan
- Confiscation of item until end of year
- Referral to support staff
- Out of School Suspension 1-3 days

### MINOR INFRACTIONS

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



Behavioral Expectations	Expected Behavior	MINOR INFRACTIONS
Be Respectful	Use computers responsibly.	<b><u>Computer Violations</u></b> - Deliberate destruction, unauthorized entry (hacking) or harm to District computer software, stored data, hardware, or violation of District's Authorized Use Policy (AUP).
Be Respectful	Follow teacher's directions.	<b><u>Disobedience</u></b> - Disobedience or refusal to follow directions; disregard or transgression.
Be Respectful	Promptly and politely follow adult requests.	<b><u>Disrespect</u></b> - Speech or behavior which shows that you do not think someone or something is valuable, important, etc.; lack of respect
Be Respectful	Listen and follow all rules.	<b><u>Disruption to the learning environment</u></b> - Any disruption to the learning environment.
Be Responsible	Dress appropriately	<b><u>Dress Code Violation</u></b> - Refusal or failure to comply with school dress code.
Be Responsible	Keep cell phones and other electronic items stowed away during school.	<b><u>Electronic Devices</u></b> - Electronic signaling devices - Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any times. Student possession of cell phones or electronic devices (excluding Chromebooks) in the building or on school grounds during the school day is restricted. Students are allowed to use their phones in the morning until they are dismissed to their first class at 7:56 a.m., at which time students are not allowed to have cell phones in the classroom. <b>All cell phones shall be stored in your assigned hall locker. Cell phones are never allowed in the restrooms or locker rooms. Students are permitted to use their phone while at lunch in the commons area only under the following conditions: Photos/Videos are not to be taken, No audible sounds, No phone calls are to be made.</b>
Be Safe	Play safely.	<b><u>Horseplay</u></b> - Behavior that is rough or boisterous. Includes play hitting, running, acting out a play fight, and/or practical jokes that result or may result in harm.
Be Responsible	Ask permission before leaving assigned area.	<b><u>Leaving without permission</u></b> - Leaving the assigned area, without obtaining prior approval of the teachers and/or administrators.
Be Respectful	Use appropriate language.	<b><u>Profanity/Inappropriate communications</u></b> - Offensive language either written or spoken that is not directed at someone.
Be Responsible	Attend all classes on time.	<b><u>Tardy</u></b> - Failure to be in assigned classroom/area when the bell rings.

## Disciplinary Interventions - Major Infractions

### First Infraction

Any minor level corrective strategy

Conference with principal and all parties concerned.

Saturday School 1-4 Hours

In-School Suspension (ISS) 1-3 Days

Out of School Suspension 1-5 Days

Possible referral to proper police authority

Restitution when applicable

Community service

Temporary removal from the classroom

Loss of Privileges (Dances, Extracurricular Activities/Clubs, Graduation)

### Repeated Infractions

Conference with principal and all parties concerned.

#### **Mandatory parent conference**

Saturday School 1-4 Hours

In-School Suspension (ISS) 1-3 Days

Out of School Suspension 5- 10 Days

Possible recommendation for expulsion

Possible referral to proper police authority

Restitution when applicable

### Egregious Infractions

Recommendation for expulsion and hearing before the Board of Education

## MAJOR INFRACTIONS

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

**Behavioral Expectations**

**Expected Behavior**

**MAJOR INFRACTIONS**

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

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

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

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

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

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

**Due Process**

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

**Re-Engagement of Returning Students:**

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

**Suspensions**

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

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

**Saturday Morning Detention**

Saturday Morning detention means the student must attend a 1 hour to 4 hour detention on Saturday morning, starting at 8:00 AM. Failure to attend a Saturday Morning School Detention will result in further disciplinary actions as outlined in Discipline Code (Appendix A).

**Expulsion**

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

## APPENDIX C

### Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

#### Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law. See also **Pecatonica Board of Education policy 7:15**

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g implemented by 34 C.F.R. Part 99.

Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.



105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.  
105 ILCS 10/, Illinois School Student Records Act.  
50 ILCS 205/7.  
750 ILCS 5/602.11.  
23 Ill.Admin.Code Parts 226 and 375.

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)  
ADMIN PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule for Destruction of School Student Records)

## Students

### **Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records**

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

The **permanent record** shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The **permanent record** may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The **temporary record** may include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. [1]**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

**3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**6. The right to prohibit the release of directory information.**

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

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>[2]</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

**8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

See also **Pecatonica Board of Education policy 7:15, 7:340.**

## Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

## Student Record Challenges

The parents/guardians may challenge the accuracy, relevancy, or propriety of their student's school records. However when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. The parents/guardians have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

LEGAL REF.: 20 U.S.C. §1232(g)(j). Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).  
Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).  
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.  
105 ILCS 5/10-21.8 and 10/1 et seq.  
23 Ill.Admin.Code §375.

See also **Pecatonica Board of Education policy 7:15, 7:340.**

## Student Privacy Protections

### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

See also **Pecatonica Board of Education policy 6:210**.

## **APPENDIX D**

### **School Pest Management Statement**

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

#### **Pests**

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

#### **Pest Management**

Pests will be managed to:

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

#### **Integrated Pest Management Procedures**

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

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

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

#### **Education**

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

#### **Record-keeping**

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

#### **Notification**

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

#### **Pesticide Storage and Purchase**

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

#### **Pesticide Applicators**

Pesticide applicators will be educated and trained in the principles and practices of IPM and the use of pesticides approved by the Pecatonica School District, and will follow regulations and label precautions. The Pecatonica School district requires applicators to be certified and comply with this School District's IPM policy and Pest Management Plan. See also Pecatonica Board of Education policy 4:160.

## APPENDIX E

### EMERGENCY PROCEDURES

When the disaster alarm, a continuous blast of the class bells, is sounded students will move to the following areas immediately, and sit on the floor, facing the walls, in a bent position, with their knees and arms protecting their heads.

Three intermediate blasts of the class bells is the signal that students may safely return to their classrooms.

#### DESIGNATED AREAS

Rooms North of the Town Square (east side) - Move into the girl's locker room areas and.

Rooms North of the Town Square (west side) - Move into the boy's locker room areas.

Music, counseling, offices, kitchen and receiving - Move into classroom B132 (Health and Driver Ed. classroom)

Ag, Art, Industrial Tech - Move into room D129 (electronics classroom) or room D139 (AD storage room).

Locker Rooms, Gym, Weight Room, Multi Purpose, - Move into the boys & girls locker room.

#### CIVIL EMERGENCIES

During civil emergencies (fire, tornado, etc.) the best interests of the individual students and the school will be served if parents follow these guidelines.

1. Do not phone the school for information. The phone lines must be kept open for emergency and medical calls.
2. Do not drive to the school. The streets must be kept clear for police, fire, and ambulance vehicles.
3. Tune the radio to Conelrad 640 or 120 for instructions.
4. Listen to the radio or watch the TV for local information.

**THE SCHOOL WILL WORK WITH EMERGENCY PERSONNEL TO CONTACT INDIVIDUAL PARENTS IF NECESSARY!!!**

#### FIRE OR EVACUATION PROCEDURES

When the fire alarm, a continuous blast is sounded, or other evacuation notices sounded, students should walk quickly and quietly to a distance of at least 75 feet from the building, continue to walk around to the east end of the student parking lot and line up with your class. If it becomes necessary to move to a different location students will do so under the direction of the grade level assigned faculty and staff.

Students will be notified by school personnel when it is safe to return to the building.



### FIRE EXIT ROUTES

ROOM	EXIT	ALTERNATE EXIT
LIFE SKILLS (C105)	vestibule A111	vestibule C101
EDUCATIONAL RESOURCE (C106 – C110)	vestibule A111	vestibule C101
LIBRARY/MEDIA CENTER (A103)	vestibule A111	vestibule C104
COMPUTER LAB (A LAB) (A107)	vestibule A111	vestibule A122
RESTROOM (A113)	vestibule A111	vestibule A122
SCIENCE AREAS (A115, A118 & A121)	vestibule A122	vestibule A111
MATHEMATICS AREA (A116 & A120)	vestibule A122	vestibule A111
MATHEMATICS AREA (A132)	vestibule A130	vestibule A111
SOCIAL STUDIES ROOMS (A125, A126 & A131)	vestibule A130	vestibule A111
COMPUTER LAB (B LAB) (A127)	vestibule A130	vestibule A111
TEACHER'S WORKROOM (A128)	vestibule A134	vestibule C101
TOWN SQUARE (A100)	vestibule A134	vestibule C101
DISTRICT OFFICE AREAS (B100 – B104)	vestibule A134	vestibule C101
EXTERIOR COMMONS (A101)	vestibule A134	vestibule C101
RESTROOMS (B104 & B105)	vestibule A134	vestibule C101
BOY'S LOCKER ROOMS (B137 – B142)	East Mud Room Doors	vestibule B165
GIRL'S LOCKER ROOMS (B152 – B154)	East Mud Room Doors	vestibule B165
REFEREE'S ROOM (B147)	vestibule B165	vestibule A134
TRAINING ROOM (B148)	vestibule B165	vestibule A134
WEIGHT ROOM (B162)	vestibule B165	vestibule A134
GYMNASIUM (D138)	vestibule B165	vestibule D134
MULTI PURPOSE ROOM	vestibule B165	South Exit Doors
MUSIC ROOMS (B125 – B132)	vestibule B165	East Door
HIGH SCHOOL OFFICE AREA (D102 – D114)	vestibule C101	vestibule C134
COMPUTER LAB (LAB C) C116	vestibule C104	vestibule C122
GIRL'S RESTROOM (C114)	vestibule C104	vestibule C122
ENGLISH ROOMS (C118 , C119, C120)	vestibule C122	vestibule C104
FOREIGN LANGUAGE ROOM (C115)	vestibule C122	vestibule C104
AGRICULTURE AREAS (D132)	vestibule D134	West Ag Room Door
RESTROOMS (D127 & D128)	vestibule D134	vestibule C101
ART AREAS (D118A – D120)	South Patio Door	vestibule D134
MATERIAL PROCESSING (D124)	North Patio Door	vestibule D134
ROBOTICS (D123)	vestibule D134	North Patio Door
KITCHEN/SERVERY (B106 – B115)	Receiving Room Exit	vestibule A134

#### LOCKDOWN PROCEDURES

Secure classrooms - **Lock all doors!**

Ignore Bells

Keep students away from windows

Students in hallway or restroom should enter the nearest classroom

Wait for instructions, intercom, email or messenger

See also **Pecatonica Board of Education policy 4:170.**

## **APPENDIX F**

**Pecatonica Public Library  
400 West 11<sup>th</sup> Street  
(815) 239-2616**

### REFERENCE MATERIALS: TO BE USED IN LIBRARY

1. Almanacs: People's; World
2. Atlases
3. Bartlett's Quotations
4. Books on Authors
5. Dictionaries: Merck's Medical; Oxford Dictionary of Etymology (word origin); Random House Unabridged Dictionary
6. Encyclopedias: Britannica; New Book of Knowledge; World Book
7. Family Medical Guide
8. The Lincoln Library
9. Physician's Desk Reference
10. Reader's Guide
11. Thesaurus

### IN CIRCULATION - CAN BE CHECKED OUT

1. Drug Related Diseases by Barbara Hughes
2. Encyclopedias: Americana; Britannica; World Book
3. Engineering projects for young scientists by Peter Goodwin
4. Exploring careers as a computer technician by Jean Spencer
5. Getting started in problem solving and math contests by Michael Ecker
6. How and where to get scholarships and financial aid for college by Robert Bailey
7. Magazines: Newsweek; National Geographic; Sports Illustrated and more
8. Science Fair: developing a successful and fun project by Maxine Iritz
9. Sew successfully with Style by Leila Aitken
10. Skeleton by Steve Parker
11. Summer employment directory of the U.S., 1988
12. 10,000 ideas for term papers, projects; reports and speeches by Kathryn Lamm
13. The tools of science by Jean Stangl
14. Vertical Files

### **SERVICES**

1. Northern Illinois Library System: can order materials from other libraries
2. Research: History Room for genealogical research

### **HOURS**

Monday through Thursday	10:00 a.m. to 4:00 p.m. & 6:00 p.m. to 8:00 p.m.
Friday & Saturday	9:00 a.m. to 1:00 p.m.
Sunday	CLOSED

## APPENDIX G

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

### GRIEVANCE PROCEDURES RELATING TO COMPLAINTS OF UNLAWFUL DISCRIMINATION

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

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

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

1. Any student, parent, employee or applicant for employment may file a written complaint of discrimination based upon age, religion, race, national origin, sexual harassment or disability with the Superintendent or Coordinator. In cases of allegations of sexual harassment involving the Superintendent or Coordinator, the complaint shall be filed with the person who is not the object of the complaint. If both employees are involved, the complaint shall be filed with the President of the Board.
2. The complaint shall detail all circumstances and corroborating evidence relevant to the allegations. At minimum, the complaint charges shall include the following information:
  - a) The name of the person alleging discrimination ("Complainant");
  - b) The name of the individual responsible for the discrimination;
  - c) The nature of the allegation (i.e., age, religion, race, national origin, sexual harassment or disability related discriminatory conduct);
  - d) The date and place of the alleged discrimination;
  - e) The names of any witnesses to the discrimination; and
  - f) A narrative of the events related to the charges of discrimination.
3. The coordinator shall assist the Complainant in preparing the complaint if requested.
4. The Coordinator will be responsible for conducting the initial investigation. In cases of allegations of sexual harassment involving the Coordinator, a different employee shall be appointed to investigate the complaint.
5. At the conclusion of the investigation, the Coordinator will submit a written report of his or her findings to the Superintendent within thirty days after the complaint has been made. In the event the report cannot be compiled within thirty days, the report shall state the reasons for the delay. Within seven days of the completion of the report the Superintendent shall arrange a meeting with the Complainant to discuss the complaint and the results of the investigation. Within seven days after the meeting, the Superintendent will issue a decision on the complaint. In

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

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

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

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

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

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

## APPENDIX H

### Sexual Harassment & Teen Dating Violence Prohibited

#### Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

#### Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Complaint Manager:

Complaint Manager:

Mr. William Faller, Superintendent	Mr. Todd France, HS Principal	Mr. Timothy King, MS Principal
Pecatonica School District	Pecatonica High School	Pecatonica Middle School
815-239-1639	815-239-2611	815-239-2612
billfaller@pecschools.com	toddfrance@pecschools.com	timking@pecschools.com

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

**See also Pecatonica Board of Education policy 2:260, 7:20, and 7:190.**

## APPENDIX H

### **HARASSMENT OF STUDENTS PROHIBITED**

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

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

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

## **APPENDIX I**

### **ASBESTOS**

MEMO TO STUDENTS, PARENT(S) AND FACULTY

August 1, 1996

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

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

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

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

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

## **APPENDIX J**

### **SCHOOL VISITATION RIGHTS ACT**

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

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

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

Nothing in this Act requires the leave be paid.

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



## **APPENDIX K**

### **GIFTED EDUCATION PROGRAM**

The Pecatonica School District #321 gifted program provides acceleration and enrichment for academically talented students. Gifted students remain with their peer group while regular classroom teachers and trained staff work together to provide programs for the gifted students.

Students are selected and reviewed yearly according to their basic skill scores on the Iowa Test of Basic Skills (ITBS) and teacher checklist (list of attributes found in the gifted students according to Hartman and Renzulli).

The number of students serviced varies yearly depending on the allotment of funds from the Illinois State Board for Pecatonica School District #321.

## APPENDIX L

### PHYSICAL EDUCATION EXEMPTION POLICY

It shall be the policy of District #321 a student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, Exemption from Physical Education.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule, which meets minimum school day requirements. A student can not be exempt from physical education class and have a study hall.

Approvals of exemptions will be for one semester only, but may be renewed for additional semesters if circumstances warrant.

See also **Pecatonica Board of Education policy 6:310.**

## **Appendix M**

### **Guidelines For Staff Conduct with Students**

Pecatonica High School expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain high professional, moral and ethical standards in their conduct with students.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of the school.

Privileged communication between school personnel and students will be treated so as to fully respect the right to confidentiality and privacy of students. And, just as certified school personnel accept the legal responsibility of being mandated reporters, so shall they, when their professional judgment dictates, accept the responsibility to report other concerns regarding student well-being to the building principal, assistant principal or school counselor for appropriate intervention. This will be done in a private, confidential manner, unless there is a clear and present danger to the student and/or other persons and immediate action is called for. If immediate action is called for, decisive steps will be taken to protect the health and safety of students, faculty and staff as needed.

**Appendix N  
Dispensing Medication  
Page 1**

Actor	Action
Parent(s)/Guardian(s)	Ask their child's or guardian's physician, dentist, or podiatrist if a medication, either prescription or non-prescription, must be administered during the school day.
	If so, ask the health care provider to complete a "School Medicine Authorization form." This form will provide information and dispensing instructions to the school, including side effects, if any. The school will not dispense any medication unless this form is completed and given to the school. If a student is on a medication indefinitely, the parent(s)/guardian(s) must file a new "School Medication Authorization Form" every year.
Parent(s)/Guardian(s)	Bring the medication to the school office. Prescription medication must be brought to the school in the original package or appropriately labeled container. The container shall display:
	Student's name
	Prescription number
	Medication name/dosage
	Administration route and or other direction
	Date and refill
	Licensed prescriber's name
	Pharmacy name, address and phone number
	Name or initials of pharmacist
	Non-prescription medications must be brought to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.
Parent(s)/Guardian(s)	At the end of the treatment regime, remove any unused medication from the school.

**Authorization and Permission for Administration of Medication**  
**Page 2 – Appendix N**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Name (Last)      (First)      (Middle)      Birthdate      School      Date

School medications and health care services are administered following these guidelines:  
*Physician/Prescriber signed dated authorization to administer the medication.*  
*Parent signed, dated authorization to administer the medication.*  
*The medication is in the original labeled container as dispensed or the manufacturer's labeled container.*  
*The medication label contains the student name, name of the medication, directions for use and date.*  
*Annual renewal of authorization and immediate notification, in writing, of changes.*

**Physician Authorization:**

\_\_\_\_\_  
Medication/Health Care Treatment      Dosage      Time to be administered

\_\_\_\_\_  
Intended effect of this medication      Expected side effects, if any

\_\_\_\_\_  
Other medications student is taking

\_\_\_\_\_  
May student self-administer medication under supervision of Health Service personnel or designate?  
(A student self-administration form must be completed)      (Please circle) YES / NO

Administration instructions  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Discontinue/Re-Evaluate/Follow-up Date (circle one)

\_\_\_\_\_  
Prescriber's Signature      Date signed

\_\_\_\_\_  
Prescriber's Emergency Phone#      Prescriber's Address

**Physician Request For Self-Administration of Medication**  
**Page 3 – Appendix N**

\_\_\_\_\_  
Name of Student Birthdate

\_\_\_\_\_  
City Zip Telephone Number

**TO:**

Principal: \_\_\_\_\_

School: \_\_\_\_\_

The above named pupil has \_\_\_\_\_  
(Name of Disease or Syndrome)

I am requesting that the above named student take the following medication during school hours.

\_\_\_\_\_  
Name of Medication Type of Medication (Tablet, Liquid or Capsule)

\_\_\_\_\_  
Dosage Time(s) to be given

\_\_\_\_\_  
Possible Side Effects

I certify that \_\_\_\_\_ has been instructed in the use and self-administration  
(Name of Student)

of \_\_\_\_\_  
Name of Medication

He/she understands the need for the medication, and the necessity to report to school personnel any unusual side effects. He/she is capable of using this medication independently.

I may be reached at the following phone # in the event of a reaction to the medication or an emergency:

\_\_\_\_\_  
Phone Number of Physician Signature of Physician Date

\_\_\_\_\_  
Address of Physician Print Name of Physician Date

**Parental Authorization**  
**Page 4 – Appendix N**

I herewith acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize (name of School District) and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the School District, harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Parent's Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Date

Additional Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX O**  
**Proof of Residency Form**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**WARNING and AFFIRMATION:**

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

I affirm that I am a resident of this District and that the information presented in this Affidavit and in connection with any investigation of my residency or the residency of the student is true, complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Establishing Student Residency**  
**Page 2**

Actor	Requirements and Actions that Must Be Completed
Person Seeking to Enroll a Student	If one exists, must present court order, agreement, judgement, or decree that awards or gives custody of the child to any person (including divorce decrees that award custody of the child to one or both parents).
Non-Parent Seeking to Enroll a Student	Must complete and sign a "Statement of Custody, Control, and Responsibility of a Student by a Non-Parent" form (7:60-E3).

Must present a completed "Statement of Transfer of Custody, Control, and Responsibility to a Non-Parent." (Not required if the natural or adoptive parents are unavailable).

**IMPORTANT:**

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

**WARNING:**

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the district is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

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

## APPENDIX P

### Authorization for Electronic Network Access

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. See also **Pecatonica Board of Education policy 6:235**.

#### Terms and Conditions

1. **Acceptable Use** -Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. **Privileges** -The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** -You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or State law;
  - b) Unauthorized downloading of software, regardless of whether it is copyrighted or de- virused;
  - c) Downloading copyrighted material for other than personal use;
  - d.) Using the network for private financial or commercial gain;
  - e.) Wastefully using resources, such as file space;
  - f.) Gaining unauthorized access to resources or entities;
  - g.) Invading the privacy of individuals;
  - h.) Using another user's account or password;
  - i.) Posting material authored or created by another without his/her consent;
  - j.) Posting anonymous messages;
  - k.) Using the network for commercial or private advertising;
  - l.) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - m.) Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** -You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a) Be polite. Do not become abusive in your messages to others.
  - b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c) Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d) Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in any way that would disrupt its use by other users.
  - f) Consider all communications and information accessible via the network to be private property.
5. **No Warranties** -The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting

from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. **Indemnification** -The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. **Security** -Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism**- Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** -The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. **Copyright Web Publishing Rules** -Copyright law and District policy prohibit the re- publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
  - a) For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b) Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published.
  - c) Printed evidence of the status of "public domain" documents must be provided.
  - d) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - e) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - f) Student work may only be published if there is written permission from both the parent/guardian and student.

#### 11. Use of Electronic Mail

- a) The District's electronic mail system, and its constituent software, hardware, and data files are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b) The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited
- c) Each person should use the same degree of care in drafting an electronic email message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum
- d) Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients
- e) Any message received from unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f) Use of the School District's electronic mail system constitutes consent to these regulations.

## APPENDIX Q

### Pecatonica High School Graduation Requirements

Students are required to successfully complete 28 credits in order to graduate.

Requirements for graduation as established by the Pecatonica Board of Education are as follows:

4 credits English - Two years of writing intensive courses must be successfully completed.

3 credits Math – to include: 1 year of Algebra I and 1 year of Geometry

3 credits Science - **to include: 1 credit of Biology/Advanced Biology**

3 credits of Social Science – to include: Students entered prior to 2018-19 school year are required to successfully complete: 1 cr. World Geography, 1 cr. American History, 1 cr. American Government/Civics and Economics .  
**(Students entering the 2018-19 school year and beyond are required to successfully complete 1cr. Big History, 1 cr. American History, 1 cr. American Government/Civics and Economics )**

\*AP US government/Politics can be substituted for American Government/Civics

3 1/2 credits Physical Education (7 semesters---see PE exemption)

1/2 credit Health

1 credit of either: art, music, foreign language or vocational education

Successful completion of the Senior Portfolio Project

Successful completion of the Constitution test

The remaining units of credit may be selected from any elective credit course at the highschool level listed in the registration bulletin.

Participating in the State assessment required for graduation.

Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance

#### **Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

See also **Pecatonica Board of Education policy 6:300.**

## **Appendix R**

### **Pecatonica High School Song**

We're loyal to you old Pec High  
We'll ever be true old Pec High  
We'll beg you to stand; It's the best in the land,  
For we know you will stand  
Old Pec High. Rah! Rah!

We're all in the fight old Pec High  
Now show them your might old Pec High  
Our team is the fame protector  
On boys, for we expect a victory from you old Pec High

Chi cha Cha-a-a-, go Indians go.  
Chi cha Cha-a-a-, go Indians go.  
Go Go Go-o-o-O.

Let's give a cheer now for our dear old Pec High  
Let's fill the air with shouts to spur on our team.  
Come on the Pec Fans let's all join in the cry,  
"Give all you got boys up and at 'em".

Down on the floor boys, get right after the ball.  
Let's see some action as you take on the foe.  
Although you win or lose, you will always know  
That we will back you to the end.

Hey!

(To the tune of the University of Illinois Fight Song)

## APPENDIX S

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

#### **Students**

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

##### Testing Procedures

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

##### Chain of Custody

1. The laboratory will provide training and direction to appropriate staff members, set up the collection environment, guarantees specimens, and supervises the chain of custody. To maintain anonymity, the student will be assigned a number.
2. The Building Principal or designee will escort students to the collection site. No student is allowed to go to his or her locker. The Building Principal or designee should minimize classroom interruptions. Student participants may be summoned after school, perhaps during practice time.
3. Before a student's urine is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he or she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all outerwear and wash their hands in the presence of the supervisor before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The supervisor will wait outside the restroom stall. The student will have 2 minutes to produce a urine specimen. The commode

will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

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

### Test Results

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

### Financial Responsibility

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

### Confidentiality

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

### Other Rules

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

(Updated 5/2015)

**Consent to Participate in Extracurricular Drug and Alcohol Testing Program**

*To be returned to the Building Principal or his designee. Please print.*

**Student** \_\_\_\_\_ **School year** \_\_\_\_\_

**To be read and signed by the student-participant and his/her parent(s)/guardian(s):**

We have received, and have read and understand, the District Extracurricular Drug and Alcohol Testing Program. We voluntarily agree that our child shall be subject to its terms during the time of his or her participation during grades 7 through 12. We accept the method of obtaining breath and urine specimens, the testing and analyses of such specimen, and all other aspects of the program. The student-participant agrees to cooperate in furnishing urine specimens upon request.

We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program. This consent is given pursuant to all State and federal privacy statutes, and is a waiver of nondisclosure rights only to the extent of the disclosures required in the program.

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

Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Student signature

**To be read and signed by student who is not participating:**

I have decided **not to participate** in any extracurricular activities sponsored by the School District for one calendar year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to a urinalysis.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

-----  
**To be read and signed by student who is withdrawing from participation:** To be read and signed by the student who is withdrawing from the Extracurricular Drug and Alcohol Testing Program.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

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



## Appendix T

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

## Appendix U

### Agency and Police Interviews

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

#### Interviews by Police

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

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

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

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

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

## Appendix V

### STUDENT CONSENT FOR PARENTAL ACCESS TO EDUCATIONAL RECORDS (FERPA FORM) Students 18 years or older

#### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Understanding my privacy rights under FERPA, I consent to grant access to my educational records to the individuals listed below as follows:

- This release allows the individuals below to discuss my educational records with school officials, or to schedule an appointment to view my educational records in person.
- This release permits the individuals below to request official documents, make changes to my records, or otherwise conduct educational business on my behalf (example: order transcripts, drop/add classes).
- School officials may discuss details of all educational records with the individuals listed below, including grades, class schedule, academic standing (probation, etc.) disciplinary records and bursar information. It excludes sharing information from police or school medical records.

This release is in effect until I revoke it in writing.

---

\_\_\_\_\_  
Mother's Name – Please Print

---

\_\_\_\_\_  
Father's Name – Please Print

---

\_\_\_\_\_  
Legal Guardian's Name – Please Print

---

\_\_\_\_\_  
Legal Guardian's Name – Please Print

**\*\*NOTE: Parent/Guardian will be required to identify themselves**

Please return completed form to the High School Office.

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

Date of Birth \_\_\_\_\_

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

Date \_\_\_\_\_

## Appendix W

### Medicaid Data Release – Special Education Students Only

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

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

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

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

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

- a) decrease lifetime coverage or any other public insurance benefit,
- b) result in the family paying for services that would otherwise be covered by Medicaid,
- c) increase your premiums or lead to discontinuation of benefits or insurance, or
- d) result in the loss of eligibility for home and community-based waivers.

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

## Appendix X

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

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

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

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

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

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

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

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

#### **Complaint Manager:**

William Faller

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Name

1300 Main Street

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Address

Billfaller@pecschools.com

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Email

815-239-1639

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Telephone

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

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

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

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

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety),  
5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and  
Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of  
Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline),  
7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code  
for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program),  
7:310 (Restrictions on Publications)



## Report Form for Bullying and School Violence

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

Please print and check appropriate boxes.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Student \_\_\_\_ Parent \_\_\_\_ Staff \_\_\_\_ Other

Indicate here if you prefer to remain anonymous. Yes No

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

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

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

Name: \_\_\_\_\_ \_\_\_\_ Student \_\_\_\_ Staff

Name: \_\_\_\_\_ \_\_\_\_ Student \_\_\_\_ Staff

Name: \_\_\_\_\_ \_\_\_\_ Student \_\_\_\_ Staff

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

Name: \_\_\_\_\_ \_\_\_\_ Student \_\_\_\_ Staff \_\_\_\_ Other

Name: \_\_\_\_\_ \_\_\_\_ Student \_\_\_\_ Staff \_\_\_\_ Other

Name: \_\_\_\_\_ \_\_\_\_ Student \_\_\_\_ Staff \_\_\_\_ Other

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

Name: \_\_\_\_\_ \_\_\_\_ Student \_\_\_\_ Staff \_\_\_\_ Other

Name: \_\_\_\_\_ \_\_\_\_ Student \_\_\_\_ Staff \_\_\_\_ Other

Name: \_\_\_\_\_ \_\_\_\_ Student \_\_\_\_ Staff \_\_\_\_ Other

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

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Race   | <input type="checkbox"/> Color                      | <input type="checkbox"/> Nationality     | <input type="checkbox"/> Ancestry            |
| <input type="checkbox"/> Sex  | <input type="checkbox"/> Sexual orientation         | <input type="checkbox"/> Gender identity | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Gender-related identity  | <input type="checkbox"/> Gender-related expression  | <input type="checkbox"/> Age             | <input type="checkbox"/> Religion            |
| <input type="checkbox"/> Mental disability  | <input type="checkbox"/> Order of protection status | <input type="checkbox"/> Homeless status |  |
| <input type="checkbox"/> Marital status   | <input type="checkbox"/> Parental status            | <input type="checkbox"/> Pregnancy       |  |
| <input type="checkbox"/> Associated with person/group with one or more of the above actual or perceived characteristics |   |  |  |
| <input type="checkbox"/> Other  | <input type="checkbox"/> I do not know.             |  |  |

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

- Electronic devices (e.g., internet, Social media platforms, text, email, cyberbullying, etc.)
- Written communication (e.g., handwritten notes, other written documents, email, etc.)
- Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
- Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
- Social (e.g., purposeful exclusion, causing psychological harm, etc.)
- Items depicting implied hatred or prejudice were worn, possessed or displayed
- Other (*please explain*):

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

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Classroom                           | <input type="checkbox"/> Locker room              | <input type="checkbox"/> Hallway |
| <input type="checkbox"/> Cafeteria                           | <input type="checkbox"/> Extracurricular activity | <input type="checkbox"/> Bus     |
| <input type="checkbox"/> Restroom                            | <input type="checkbox"/> Bus stop                 | <input type="checkbox"/> Gym     |
| <input type="checkbox"/> School or related activity or event | <input type="checkbox"/> Other                    |                                  |

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix Y

## Pecatonica School District 1:1 Initiative Handbook

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### Support Information:

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

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

Please provide student name and ID number with all communications.

## RECEIVING YOUR CHROMEBOOK

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

## TAKING CARE OF YOUR CHROMEBOOK

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

### **A. General Precautions**

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

### **B. Carrying the Chromebooks**

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

### **C. Screen Care**

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

### **D. Storage**

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

### **E. Chargers**

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

# USING YOUR CHROMEBOOK

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

- A. Chromebooks Left at Home: Students are responsible for bringing Chromebooks to school each day fully charged.**
  - a. If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.
  - b. Discipline issues may occur if this becomes a repeated offense.
- B. Chromebook Undergoing Repair**
  - a. Loaner devices may be issued to students when they leave their devices for repair in the library.
- C. Charging your Device's Battery**
  - a. Battery should be fully charged each day upon entering the school building.
  - b. Get into a charging routine at home.
- D. Screensavers and Backgrounds**
  - a. Inappropriate media may not be used as a screensaver or background photo.
  - b. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, or any other material deemed inappropriate by school administration will result in disciplinary action.
- E. Sound, Music, Games or Programs**
  - a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
  - b. Music may be allowed at the discretion of the teacher.
  - c. Internet gaming is not allowed. If non-instructional game apps are installed, they must be approved by administration or technology staff.
- F. Managing your files and saving your work.**
  - a. Student work is automatically saved while using Google Drive.
  - b. Students may use a flash drive to take files from Microsoft products (Word, Excel, Powerpoint, etc) and upload them to google drive for conversion.
  - c. Documents may be emailed to teachers or other students, or shared using Google Drive.
  - d. Files saved on Google drive will be accessible by any computer with internet access using the student's login information.
- G. Software on Chromebooks**
  - a. All software/apps/bookmarks installed by Pecatonica CUSD staff must remain on the chromebook in useable condition
  - b. Devices are controlled and monitored by a Google Management system. This prevents most viruses from infecting the devices.
  - c. Students are allowed to load school appropriate software/apps on their chromebooks.
    - i. Student installed software will not be supported by Pecatonica CUSD Technical staff.
    - ii. If Chromebook needs to be wiped by the Pecatonica CUSD Technical Staff to correct any issue, staff will not be responsible for reinstalling any student installed software.

## H. Identification

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

## I. Home Internet Access

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

## Appropriate use of Chromebooks and School Technology:

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

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

## **Procedure for misuse of any school technology:**

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

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

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

## **Repair or replacement of Chromebooks:**

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

- A. Chromebooks needing to be repaired must be taken to the library as soon as a problem has been identified.
- B. Lost or stolen Chromebooks must be reported to the school the day following the occurrence.
  - Police report is requested for all stolen Chromebooks.
- C. A loaner Chromebook may be issued to students when they leave their Chromebook for repair at the library.
  - Student assumes full responsibility of loaner unit.
  - If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- D. Repaired Chromebooks may end up with the original factory image installed. It is important that students keep their school data synced to their Google Drive so documents and class work will not be lost.
- E. Personal information that cannot be replaced should be kept at home on an external storage device
- F. Approx. Costs for loss.
  - Replacement of the Chromebook (Current Replacement Cost - Approx \$249)
  - AC Adapter and Power cord - \$35
  - Case \$30
  - Strap \$10

## Dell Chromebook 11 Specifications

Processor	4th Gen Intel® 2955U processor
Operating System	Chrome OS®
Memory	4GB DDR3L
Chipset and Intel Responsiveness Technologies	Intel® HM77
Graphics	Intel® HD Graphics for Intel® Celeron processors
Display	11.6" LCD Min 1366x768 / HDMI 1080p output, Intel® HD Graphics.
Storage	16GB Solid State Drive2
Multimedia Options	Integrated 720p HD video webcam, High Quality Speakers, Stereo headphone/microphone combo jack, Integrated microphone
Battery	3 cell (51 WHr)
Power	65W AC adapter
Connectivity	Wireless LAN Options: 802.11 a/b/g/n + Bluetooth 4.0
Ports, Slots & Chassis	USB 3.0 (2), HDMI, SD Card Reader, Kensington lock slot, Stereo headphone/microphone combo jack
Dimensions & Weight	• 24.6 mm x 294.64 mm x 200.7 mm (w/ 3 cell) • 0.97" x 11.6" x 7.9" (w/ 3 cell) • Starting weight: 2.9 lbs/1.3 kg with 3-cell battery
Systems Management & Security	• Google Chrome Management Console
Warranty & Support Services	Limited Hardware Warranty Extended to 4 years.