

# Parent-Student Handbook



## Peoria Heights Grade School 2019-2020

**Please Note:** Policies and/or procedures referenced in this handbook may be added to, modified, refined for clarification, or deleted, at any time, as deemed necessary and in the best interest of serving and protecting the educational rights of all PHGS students, parents, and employees. The most current handbook, reflecting any such changes, will be in the possession of the building principal. [The website copy](#) reflects all handbook changes made to that date. Copies are available upon request.

### Peoria Heights Grade School

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PEORIA HEIGHTS, ILLINOIS 61616



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**Terry Mooney,**  
Principal

**Eric Heath,**  
Superintendent

FAMILY WELCOME MESSAGE

Welcome to our new school year at your Peoria Heights Grade School! The 2018-2019 school year begins with new hopes, challenges, and goals as we begin a new era in community education here at Peoria Heights Grade School. We anxiously anticipate the many challenges and quality educational improvements this school year will bring! Teachers, administrators, and building staff personnel are here to help each student achieve to their fullest potential. Our curriculum will empower each student to gain the basic fundamentals of education, to succeed and excel in the future as they progress through school.

You can be assured that through ongoing curriculum planning and refinement, and, individual guidance, Peoria Heights Grade School will provide the best possible elementary educational opportunities commensurate with each Peoria Heights student's abilities and needs. We are dedicated to assisting and meeting the needs of each child. A hard copy of this booklet is available in the PHGS office if you need one. This book is also available for reference at our school website at [www.phcusd325.net](http://www.phcusd325.net). Call the school office for any needed clarification of handbook information.

Our school is willing to provide whatever assistance may be needed during the school year. Please feel free to confer with us over class work, grades, assignments, or any concerns that may arise. We encourage and appreciate your active involvement and support. You are invited and encouraged to visit the school and to examine and discuss your child's educational program with the teachers and administration. Consult this handbook for information regarding classroom visits. We will work closely with you to best meet your student's needs. Mutual benefits increase when there is a meaningful exchange of information between the home and school. Cooperation between the home and school is essential to promote your child's best interests.

The Board of Education has established policies and employed highly trained professional educators to enable our students at Peoria Heights Grade School to achieve to their fullest academic potential. We will encourage each child to work with parents and teachers to both learn and grow.

Be an active student! Follow school rules, and be considerate of and respectful to others in all that you say and do. Set leadership examples for others to follow! Take part in your new Peoria Heights Grade School activities! Take pride in your school! The years that you spend at Peoria Heights Grade School will forever stand out in your memory as some of the best years of your life.

Respectfully,

**Terry Mooney**  
Principal

**Ellen Tallon**  
Assistant Principal

**Eric Heath**  
Superintendent

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## **INTRODUCTION**

### **Mission Statement**

Education is based on satisfying the needs of the whole child. By considering each student's moral, physical, emotional, social, and academic needs, and by striving to work with the parents to satisfy these needs, we will help our students to achieve more educationally and to become happier and more intelligent citizens of our country and community in the future.

We promote democracy and citizenship through teaching and provide opportunities to participate in school activities which promote these principles. This is necessary to make our students well aware of their privileges and responsibilities in our democratic society.

We believe that:

1. Individual student needs and differences must always be considered and addressed.
2. Children learn by doing, via actual participation in structured and planned educational activities.
3. Children's activities must be purposeful in helping achieve educational goals.
4. All community resources should be utilized to make subject matter more meaningful and teaching more effective.
5. The curriculum should address Illinois Learning Standards, yet be flexible enough to address the needs of the community and needs of each student and each classroom.
6. It is important to stress the moral, physical, disciplinary, emotional, and mental development of each student.

Some of the areas in which our students will need teacher assistance are in the development of:

1. Critical thinking skills.
2. A knowledge of democratic principles.
3. Desirable leisure time activities.
4. Desirable health practices.
5. Personal confidence and self-esteem.
6. A sense of honesty, fair play, patience, and self-control.
7. Desirable study habits.
8. A sense of responsibility.
9. Recognizing and respecting the needs and rights of others.
10. Appreciating the need for and benefits of a positive work ethic.
11. Non-violent conflict resolution skills.
12. Achieving maximum progress in promoting academic, emotional, and social growth.

A need equally important to consider is that of the human relationships that exist in our school and our school community. In order to achieve maximum effectiveness in our work, it is necessary for us to achieve harmony and teamwork among our co-workers, students, and parents. This unified "partnership" approach to educating children is essential. Open communication among staff, students, and adults at home is critical in ensuring a positive academic environment, with community support, that will help to maximize student achievement.


## Vision Statement

Peoria Heights Community Unit School District #325 is established and dedicated to work to meet the educational interests, needs, and priorities of the parents and students we serve in this community. We recognize the value, unique needs, and contributions of each individual student; and we provide a well-rounded and challenging educational program which will give the student a sound academic foundation upon which to build, grow, and become a secure and productive member of society. Our schools and staff seek to encourage and develop thinking and communication skills, creativity, diversity, sportsmanship, and citizenship, by offering and encouraging student participation through a variety of academic programs and extracurricular activities which will instruct, prepare for the future, and motivate the student.

We recognize student and staff pride and responsibility as key factors in the achievement of our mutual goal in working to provide an exemplary, quality education to the students in Peoria Heights. Our staff strives to instill within our students a sense of self-respect, responsibility, justice, and integrity by serving as examples for them and providing the leadership and guidance that will allow them to achieve to their fullest potential. We pledge ourselves to the ongoing improvement and refinement of our district's educational program and our individual roles in it that it may better serve the students of our school district.



## Connect With Us

<b>District/School Website</b>	<a href="http://www.phcusd325.net">http://www.phcusd325.net</a>
<b>District Facebook Page</b> 	<a href="https://www.facebook.com/PeoriaHeightsCusd325/">https://www.facebook.com/PeoriaHeightsCusd325/</a>



**PEORIA HEIGHTS COMMUNITY UNIT SCHOOL DISTRICT #325  
2018 – 2019 SCHOOL CALENDAR**

August 15	Teachers Institute	No School
August 16	First Day of School-Hot Lunches served	HS dismissed @ 2:00 p.m. GS dismissed @ 2:20 p.m.
August 31	Teachers Institute	No School
September 3	Labor Day	No School
September 20	Parent/Teacher Conferences-Half Day	HS dismissed @ 11:30 a.m. GS dismissed @ 12:00 p.m.
September 21	Parent/Teacher Conferences	No School
September 26	School Improvement - Half Day	HS dismissed @ 11:30 a.m. GS dismissed @ 12:00 p.m.
October 8	Columbus Day	No School
October 12	1 <sup>st</sup> Grading Period Ends – Early Dismissal	HS dismissed @ 2:00 p.m. GS dismissed @ 2:20 p.m.
October 31	School Improvement-Half Day	HS dismissed @ 11:30 a.m. GS dismissed @ 12:00 noon
November 21-23	Thanksgiving Break	No School-Wednesday-Thursday-Friday
December 21	2 <sup>nd</sup> Grading Period Ends – Early Dismissal	HS dismissed @ 2:00 p.m. GS dismissed @ 2:20 p.m.
December 22-Jan. 4	Winter Break	No School Classes resume Jan. 7 <sup>th</sup>
January 21	Martin Luther King’s Birthday	No School
January 30	School Improvement-Half Day	HS dismissed @ 11:30 a.m. GS dismissed @ 12:00 noon
February 15	Parent/Teacher Conferences	No School
February 18	President’s Day	No School
February 27	School Improvement-Half Day	HS dismissed @ 11:30 a.m. GS dismissed @ 12:00 noon
March 8	3 <sup>rd</sup> Grading Period Ends – Early Dismissal	HS dismissed @ 2:00 p.m. GS dismissed @ 2:20 p.m.
March 25-March 29	Spring Break	No School - Classes resume April 1st
April 19	Good Friday	No School
April 22	Teachers Institute	No School
May 1	School Improvement-Half Day	HS dismissed @ 11:30 a.m. GS dismissed @ 12:00 noon
May 23*	Last Day of School for Students End of Grading Period *provided no emergency days are used	HS dismissed @ 2:00 p.m. GS dismissed @ 2:20 p.m.
May 24*	Teachers Institute – Last Day for Teachers *provided no emergency days are used	

\* May be changed by Board Action



## **ACADEMICS**

### **Kindergarten Eligibility**

Students who are five (5) by September 1 may enter kindergarten.

### **Class Placement**

Student placement in each Peoria Heights Grade School classroom is done very carefully and deliberately to achieve a particular, desired and productive educational balance that will benefit all students. The selection process involves student placement recommendations from teachers, special education personnel, and district administrators. Student prior classroom performance and report card grades, benchmark scores, classroom behavior concerns, special education programming needs, siblings who may be in the same grade, even the ratio of male to female students, are all taken into consideration as student classroom assignments are made. The assignment process is fair and equitable in best meeting the educational needs of all students. For the above reasons, parent requests for students to be assigned to a specific teacher, or for a student to be assigned to a different classroom after classroom assignments are made, cannot be honored.

### **Academic Promotion Policy**

Illinois law requires students to meet achievement standards to be promoted to the next grade. The school does not have the choice to “socially promote” a student. The student either passes by meeting promotion standards, or he/she will be recommended for retention. Promotions may not be granted solely upon the basis of a parent request. School administration has the legal right and obligation to make all final promotion determinations, based on data collected regarding demonstrated student ability and readiness to be able to achieve and perform at the next grade level of instruction. (This law pertains to all grades. Parents are encouraged to maintain ongoing communication with all teachers regarding the academic progress of their children in all classes at all grade levels to best immediately work with the teacher(s) to address any progress concerns.)

Students in kindergarten through fourth grade may be recommended for retention if they earn a majority of 1’s (“not making adequate progress”) for standards considered essential for success in the following grade level.

Students in grades five through eight need to pass four out of the six subjects with a D average or better, passing at least three of the four quarters in each subject. The academic subjects are as follows: English/language arts, reading, mathematics, science, social studies, and physical education. Students not meeting these requirements will strongly be recommended for retention.

The parents of students who are in danger of retention will be notified at the end of the first semester when the report cards are sent home. They will then be notified at the end of the third grading period concerning their child's progress. By the end of the fifth week of the fourth grading period, a decision will be made concerning retention or promotion.

After all the criteria of the above policy has been considered, the final decision concerning the promotion or retention of the student will be left up to the judgment of the administration.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled twice during the year, usually in October and February. Parents are encouraged to attend the parent-teacher conferences. Parents are encouraged to contact teachers anytime a need to communicate arises

## Grading Scale

Kindergarten through fourth grade teachers utilize the following standards-based grading scale for designated grade level standards:

- 3 = Shows mastery
- 2 = Progressing toward mastery
- 1 = Not making expected progress

Fifth through eighth grade teachers utilize the following standard grading scale for each academic subject:

- |                  |                    |
|------------------|--------------------|
| A = 100 – 90     | S = Satisfactory   |
| B = 89 – 80      | U = Unsatisfactory |
| C = 79 – 70      |                    |
| D = 69 – 60      |                    |
| F = 59 and lower |                    |

## Physical Education Requirements

Grades are determined by participation, cooperation, attitude, and effort.

Grades issued will be as follows:

- "O" - for Outstanding
- "S+" - for Satisfactory plus (Good)
- "S" - for Satisfactory
- "S-" - for Less than Satisfactory (needs improvement)
- "U" - for Unsatisfactory

### Physical Education Dress Requirements:

A school PE uniform is required of all students and is available for purchase at school. It is extremely important that parents cooperate in seeing that their children participate in gym class. Most poor gym grades result from a student's nonparticipation or because he or she fails to dress properly for gym class. Illinois state law requires that all students in school participate in PE unless the student has a doctor note excusing them from PE participation. This note must specify the specific days or time frame the student is excused from participating in PE. A parent note cannot excuse a student from participating in PE. A student, who refuses to participate in PE without a doctor note, will receive a failing grade for PE class for that day. Parent cooperation in this matter is important for school compliance with Illinois law, and to promote physical fitness of students at PHGS.

## Honor Roll (Grades 5, 6, 7, and 8)

### I. High Honors

- A. Students qualifying for "High Honors" must have earned an "A" or "S" grade in all academic subjects.
- B. Any "U" will be considered a grade below "B". No other grade lower than "B" in any subject.

### II. Honor Roll

- A. Students must earn a "B" or "S" grade or better in all academic subjects.
- B. Any "U" will be considered a grade below "B". No other grade lower than "B" in any subject.

Academic subjects include English/language arts, reading, mathematics, science, social studies, and physical education.

## Response to Intervention

Response to Intervention (RtI) RtI, or Response to Intervention, is a systematic approach to identifying and servicing struggling learners who need additional assistance in a given subject. All students are given an assessment three (3) times per year (fall, winter, and spring) in the areas of reading and math. Teachers use this information as well as classroom performance/observations to determine an approach for improvement. Students who are identified as “below target” will receive an intervention/s to help “close the gap.” Each elementary building is provided with personnel to help assist with students who need added help.

## Special Education

District #325 is a member of the Special Education Association of Peoria County (SEAPCO). This organization was formed for the purpose of providing services for children needing special attention because of a physical, mental, or emotional handicap. When teacher observation and data implies that a student may not be making adequate progress after RtI interventions have been implemented, he/she is referred to SEAPCO. After proper examination and consultation with parents, doctor, and psychologist, if found eligible, a meeting will be held and the child will be assigned an individualized education plan (IEP) through which his or her particular needs will be met with a variety of supports, keeping the child in the least restrictive educational environment. SEAPCO also provides Learning Disabilities, Early Childhood, and Speech Therapy services to the children of our district. These specially trained teachers provide individual and small group instruction as prescribed after screening. For specific questions about general services available to eligible students via SEAPCO, call the SEAPCO office at 697-0880.

## SCHEDULES AND ATTENDANCE

### School Hours

#### Bright Futures Preschool Program / Early Childhood Education (ECE)

Blended Classrooms – One morning and one afternoon session.

Morning Session Schedule 9:00 A.M. – 11:30 P.M.

Afternoon Session Schedule 12:30 P.M. - 3:00 P.M.

(Both sessions are held 5 days weekly)

#### Grades K 8 Full Day Program

Full Day Schedule 8:30 A.M. 3:20 P.M.

8:05-8:30 a.m.	Students may enter the building at back entry by the gym and proceed to cafeteria for breakfast or to the gym where they will be supervised by staff prior to the school day beginning.
8:20 a.m.	Bell rings indicating school day begins in 10 minutes. Students proceed from gym to classrooms at this time.
8:30 a.m.	Tardy bell rings. Students should be in classrooms no later than this.
3:10 p.m.	Bus rider bell rings and students begin loading onto buses.
3:20 p.m.	Bell rings for walkers and students being picked up. Students will exit the building through the back doors by the gym.
3:35 p.m.	Bell rings for students that have been asked to stay to finish schoolwork or for disciplinary reasons.

If a teacher requests a student to stay for makeup or discipline, he may not be excused for any other activity. When a student leaves the classroom to stay after school for an activity, he must take his books and personal belongings with him. He may not return to the classroom later.

Students should not be on school grounds before 8:05 A.M. as there is no supervision prior to this time. Parents are responsible for supervision of their children before 8:05 A.M. and after 3:20 P.M. each school day, unless the child is a school bus rider. Parents of bus riders are responsible for their children until the school bus is boarded by the child, and after the school bus drops the student off at the school bus stop. There is also no outside supervision of students by adults past 3:30 P.M. for students who wait outside for afternoon rides home. Please make every effort to ensure that students are picked up at school no later than 3:30 P.M.

It is also very important to make sure that someone is home to assume responsibility for small children who are dropped off by the school bus and require immediate adult supervision. Not meeting this supervision responsibility could be interpreted by the police department and juvenile officials as a form of "child neglect", resulting in possible intervention by child welfare agencies. If no adult is present to assume responsibility for the child from the bus driver, for the student's own protection and safety, the driver may return the child to Peoria Heights Grade School. If our efforts to contact the student's parents are unsuccessful and a child is still in our care at 4:00 P.M. at the time our school offices close, custody of the child may be turned over to the Peoria Heights Police Department. This may constitute parental child neglect. The Peoria Heights Police Department will determine the need for any additional follow up with other social or child welfare agencies.

### **Attendance**

According to Illinois Law, students must attend school when it is in session during the regular school term. The responsibility for attendance on a regular and continuous basis, for notifying the school by phone the day of any absence, and for providing a written note stating the reason for the absence upon the return of the student to school after each absence, rests with the parents.

Two categories of absences are recognized: excused and unexcused. An absence will be considered unexcused unless evidence of the following is shown: illness, death in the immediate family, family emergency, or such other situations deemed from time to time by the superintendent and his designate to be a valid excuse for absence. An absence for family vacations that may fall during school time, which is not the fault of the student, may be considered excused only if a note from the parent and/or guardian is received by the school administration no less than 30 days in advance of the said vacation. Makeup will be the responsibility of the student.

Evidence necessary to establish an excused absence includes a note signed by a parent or guardian specifying the reason for the absence or a note signed by a licensed physician. However, an absence of five or more school days out of ten consecutive school days due to illness will be considered an excused absence only if, upon return to school from the absence, a note from a licensed physician is provided attesting to said illness, or the student absence is approved by the building principal.

A student unexcused will be considered absent from school for one day upon his failure to attend all classes thereon or any portion thereof.

Upon the occurrence of an unexcused absence or following a period thereof, notice of such unexcused absence shall be given by phone and/or in writing to the parent or guardian of the student and may be provided to the Peoria Heights

Police Department or the district's truancy officer. The student shall be referred for counseling with the appropriate dean, principal, or counseling staff member. Subsequent unexcused absences may be dealt with in the same manner except for that notice and referral, along with consultation with the parent or guardian, shall be made upon the tenth day of unexcused absence. Said consultation shall be conducted by the superintendent or his designate.

After a student has five unexcused absences or ten absences total (excused or unexcused), the district's truancy officer will be notified.

### **Absence or Tardy**

To help us ensure that all children sent to school arrive here safely each day, parents are asked to call the Peoria Heights Grade School office by 9:00 A.M. to notify us if your child is going to be absent from school that day. When a student has been absent or tardy, he must bring a written statement with the following information to his teacher:

1. Name of student
2. Date of absence or tardiness
3. Reason for absence or tardiness
4. Signature of parent or guardian

Peoria Heights Grade School requires both a telephone call and a written note from a parent regarding an absence because we have had situations in the past involving students presenting forged notes NOT written by parents. We have also received telephone calls from others FALSELY claiming to be parents or family members attempting to excuse students from school. We never want a student out of school, perhaps even out of your home, or out in the community with a parent at work thinking the student is safe at home. Though we understand and apologize for any inconvenience created, your efforts to both call the school and send a written note help us best carefully track and protect the safety and welfare of your child. Child safety at all times is a major school concern and our policies are in place to protect students. Thanks for the understanding assistance you provide.

An attendance log in the school office must be completed by the student, or parent for the student, each time a student arrives at or departs from school outside of normal school arrival and departure times. Try to schedule doctor and dentist appointments, trips, etc. on days that school is not in session or after 3:35 P.M. The law requires that a child be in school every day unless ill. Illinois Law states that students must attend school when it is in session during the regular school term. The responsibility for attendance on a regular and continuous basis rests with the student and parents.

### **Truancy**

Student truancy from school violates Peoria Heights Village Ordinance #1149, which provided for parents of truant students to be cited and fined not less than \$60 or more than \$500 per offense, for each day that a student is truant from school. The school will report suspected cases of student truancy to the Peoria Heights Police Department and the proper Peoria County truancy officials.

### **Absence/Make-Up Work**

#### Suspension Make-up Work

Work that is missed while the student is suspended can be made-up by the student for partial credit only during the time the student is suspended. Prior to a student serving a suspension, teachers should make every effort, as possible, to meet with the students, and give them their assignments so the students may make up their work for 80% credit.

During an out of school suspension, it is the parent's responsibility to obtain assignments missed and to see to it that homework is completed and turned in to the teacher immediately upon the return of the student to school.

Make-Up Homework/Testing and Credit Policy (Grades 5-8):

Homework and testing credit rules apply to each grading period, taken as an individual unit.

Our goals are to motivate students to participate in a beneficial and responsible manner and to have grades that are assigned to be a fair and accurate representation of the student's effort and progress.

Homework and/or tests, taken and/or completed by students on time, on regular school days of student attendance, will be graded for full student credit. A student who has an excused absence has two school days for each day of excused absence, up to a maximum of 10 school days, to complete homework or tests to receive full credit.

Our school recognizes the value of students completing schoolwork, and of accepting the responsibility associated with completing the work on time. Work completed, though it may have been completed late, is still work that is of value to the student in skills mastery associated with the learning process. A summary refusal by a teacher to accept work late for any credit at all is a disservice to the students that fosters indifference in them completing schoolwork, and allows, and even may encourage a student to fall behind to a degree that failure is unavoidable. Students must, however, understand that there are penalty consequences associated with their irresponsibility in not completing school work in the same time frame as their fellow classmates. With these considerations in mind, the following rules regarding partial credit are established to provide uniformity in grading at grade levels 5-8:

- No work will be accepted for any credit for the preceding grading period, after the last day of that school grading period.
- Homework or tests assigned or completed during a time of student suspension from school, may be completed for full credit, with work due the first day the student returns from the suspension. If it is turned in later than the first day the student returns, the late work policy below applies.
- Schoolwork or tests never completed or submitted may be given a grade of zero.
- Late, unexcused schoolwork or tests may be completed at any time within 10 school days of the homework or tests due date for up to 90% partial credit (The homework or test will be graded as usual, and the score will be reduced by 10% for each day late up to 10 days, to assign the credit grade). After being late 10 school days, homework or test may be completed to benefit the student, but the score recorded for grading purposes will be zero.

**School Cancellation**

On bad weather days, parents and students may hear information regarding school cancellation on the radio. All local radio and television stations/websites will carry the information as to District #325 closings. School offices are closed on "Snow Days", so please do not attempt to call the school to secure this information.

**HEALTH, SAFETY, AND WELL-BEING**

**Building Security**

School security is a concern we all share. Parents have every right to expect the school to do all it can to provide a safe and secure environment for their children, and the school has an obligation to do all it can to ensure the safety of children at school. Recent events and shootings in schools have heightened everyone's awareness of our need at school to carefully track the movements of everyone entering our school. To effectively do this we need the cooperation of

parents, who must also understand that providing this security will result in some degree of inconvenience. To assist us at school in providing the safest environment possible, we ask all parents to please abide by the following rules:

1. Parents, please enter and exit the school by the front, upper-level school entrance only. Students will be instructed by their teachers where they should line up for school entry each morning. All other school entrances and exits will be locked to prevent unauthorized entry at all times.
2. Upon entry to the school, check in the school office to let us know of your presence in the building if you are expected and will be going to a classroom. You will be given a visitor's badge to wear at all times.
3. Please do not disrupt the teacher in the classroom during the school day unless you are expected. Drop off needed books, forgotten school lunches, messages, etc., in the school office, and we will take it to the classroom for you.
4. Please wait outside in your vehicle or on the school walk at the parking lot at the south end of the school to pick students up after school. Parents waiting outside the classroom doors in the school in the line of sight of children can distract them when teachers may be going over important information at the end of the school day. If meeting with a teacher after school, please check in at the front office as you would for any other visit.
5. Notify us of any special concerns you may have regarding your child being seen or removed from school by a family member who you may not want to be allowed this privilege. Divorced parents have varying rights dependent upon the determination of custody as outlined in the divorce settlement. Each case is unique. See the school principal or secretary to discuss and place in writing in your child's file any specific requests which you feel may better protect your child while at school. Immediately notify the school office and the Peoria Heights Police Department of the name and description of anyone who you feel poses a threat to your child and may try to approach the child at or going to or from school,
6. School personnel have been instructed to stop and question anyone whom they are unfamiliar with or whose presence in the school they question. Not all school personnel are familiar with you, so please do not be offended if your presence in the school is questioned. Please keep your visitor's badge visible.
7. Immediately report to the principal any information you have or that has been shared with you that may impact the safety of children at school. Never ignore something your student may tell you has been seen or overheard if it could impact student safety at school. Share the information with the school principal who will investigate what has been reported.

### **Parent Involvement**

Parent involvement and assistance with student activities of both an academic and social nature is encouraged. Peoria Heights Grade School has always been fortunate to enjoy active support of its parents. If you wish to personally volunteer your services at specific times, or wish to make us aware of your desire to help us whenever needed, please see your child's teacher or contact us in the office. Forms are available for your completion that will enable us to assess and use your volunteer services. Volunteers for certain opportunities may be subject to fingerprinting and background checks. We appreciate your willingness to help and may be calling upon you to assist us in the future.

Some examples of volunteer roles that may or may not require fingerprints are listed below. This is not an exhaustive list but to be a reference:

Activities that DO need to have an application and may be fingerprinted:	Activities that DO NOT need to have an application and be fingerprinted:
<ul style="list-style-type: none"> <li>● Junior Achievement</li> <li>● Weekly classroom helpers</li> <li>● Regular Reader</li> <li>● Anyone who is alone with students</li> <li>● Field Trip Chaperone</li> </ul>	<ul style="list-style-type: none"> <li>● Literacy/Math Night event volunteers</li> <li>● Book fair</li> <li>● Classroom party</li> <li>● Community member reader who only comes in a couple of times a year</li> <li>● Field Day</li> </ul>

### Visiting Classrooms

All residents, particularly parents, are invited to visit the school. You are welcome to schedule a classroom visit. Your visit is subject to approval by the teachers and the school principal, to ensure that it does not disrupt the educational activities being conducted in the classroom. It is required that visitors call the school office at least one day before their visit, so you may coordinate the visit with the teacher involved.

We require that you coordinate, in advance, with the teachers whose rooms you are planning to visit, specific dates and hours that you will be observing in the classroom. We request that observations be limited to three or fewer hours on a scheduled day. Longer hours and times mutually agreed upon by you and the teachers involved in the observations, are subject to final approval by the school administration. Coordinating visits will allow parents the opportunity to visit a student when more valuable learning activities are being conducted.

A reminder also that upon arrival at our school for an observation, we require all parents to check in with our school office to sign in and receive a visitor's badge. Parents may then quietly go to and enter the classroom without disruption, as the teacher will be anticipating the visit. It is also necessary in order to respect the educational efforts and work planned by the teacher, for parents to be only an observer, not an active participant while in the classroom. Not drawing the attention of students to your presence is greatly appreciated by the teachers. The teacher will seat you in an area that gives you access to observe your child. Please remain quietly in that area. Participation and contact with your student are allowed if parent participation or assistance is requested by the teacher. Cell phone use is not allowed within school classrooms. Also note that due to teaching time and supervision of student restrictions, teachers cannot conference with parents during an observation visit.

Custodial parents have the right to restrict non-custodial parent visitation or contact with a child at school, if the custodial parent so desires. For this to be done, the custodial parent must file with the school, a copy of the court documents granting that parent sole custody. With this, the parent should include a signed and dated copy of the contact restrictions with the child they are requesting. This will be kept on file in the school office for review as needed. Noncustodial parents will then be required to abide by custodial parent wishes if they attempt to visit or remove a child from Peoria Heights Grade School. Without these items on file, either parent has the right to visit or remove their child from school. Joint custody grants these rights equally to parents. Non-custodial parents do have the legal right to at any time request and receive information from the school about the attendance and educational welfare and progress of their children. Our school will honor these requests as they are received.



Following these rules will allow us to meet your needs as a parent, and the educational and professional needs of our teachers whose efforts with your child are of primary importance. Thanks for your help and support. Please call PHGS if you have any questions regarding observation visits.

### **Health/Physical Exams**

Physical Exam (PreK, K, Grade 6, Grade 9, and NEW Students) - Parents of Bright Futures and kindergarten children, sixth graders, and parents of any children new to our school district are required to provide a state-mandated "Certificate of Child Health" exam form to PHGS by October 15th. Exams must be completed within one year prior to the first entrance to the required grade. Parent signature and completion of Health History section is required on this form.

Please note: IESA/IHSA sports physical forms MAY NOT be used as the required school health exam. However, a physical exam completed on the "Certificate of Child Health" form may be used as a sports physical.

All Pre-school, Kindergarten, and students new to the district are required to have a certified (legal) copy of their birth certificate (NOT a hospital copy) on file by October 15<sup>th</sup> to attend school.

Blood Lead Screening (PreK, K, Grade 1, 2) – Required for entry to school by October 15th, to be administered by the physician as part of the health exam given to all children ages 6 and under. (Your family physician may give a written exemption to this exam for you to present to the school.)

### **Vision Examination**

Vision Screening Exam (PreK and K) - (or physician eye exam as part of their school physical). – Required of all PreK and kindergarten children (If given as part of the school physical, a doctor's numeric evaluation of each eye must be included on the physical examination form). In lieu of the screening services the school district provides, a completed and signed report form may be submitted by the parent, indicating that an eye examination by an M.D. specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

### **Dental Examination**

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Sports Physical**

All students in grades fifth through eighth grade who plan to participate in a school-sponsored sport are required to have a sports physical on file in the office prior to trying out for any school team. The sports physical is good for one year from the date it was given. This exam must be performed by a licensed physician.

## **Required Immunizations**

Immunization Dates/Proofs (Grades PreK, K, 6, 9) - State law requires health exam forms and proof of all immunization dates to be provided to PHGS by October 15th, including:

- 2 measles shots by Grade K (Part of MMR)
- Hepatitis B immunizations – 3 shots by Grade K entry
- TOPV Polio (Grade K) – 3 shots (3<sup>rd</sup> is Booster after age 4)
- DTP (Grade K) – 4 shots (4<sup>th</sup> is booster after age 4)
- Diabetes Screening (Grades PreK, K, 1, 6, 9) – Required of all students as part of physical exam.
- Chicken Pox Vaccination (Pre-K and K) – Required of all Pre-Kindergarten and Kindergarten children – vaccination received on or after their first birthday (effective school year 2002-2003)
- Grade 6 DTP - Beginning with school year 2011-12, any child entering sixth grade shall show proof (see Section 665.250(b) of receiving one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT or Td dose.
- Grade 7 DTP - Students entering grades seven through 12 who have not already received Tdap are required to receive 1 Tdap dose regardless of the interval since last DTaP, DT or Td dose.
- MMR Shots (Pre-K and K) – Pre-School children must have received one or both MMR shots as part of their PreK immunizations. Kindergarten children must have received TWO MMR shots by 10-15.

Please contact your family physician or the PHGS office at 686-8809 if you have questions about any of the state requirements. The final date for compliance documentation for your child to be presented to our school is by October 15<sup>th</sup>. As required by state law, students in non-compliance will be excluded from school on October 16<sup>th</sup>.

## **Lice/Nit Policy**

If head lice are detected on a child at school, the child will be immediately removed from the classroom and sent home to be treated by parents. A packet of information will go home with the child containing instructions on how to treat the child and treat the home to avoid a recurring head lice problem. If there are multiple children in the school from the same household, all will be sent home for close examination and treatment. Parents must return the child to school personally for examination after treatment before the child or children will be readmitted to school. Any student who poses a threat of spreading head lice to another child will not be allowed to remain in school. Our school is no different than all others in the area in that head lice is sometimes seen and must be dealt with on an individual case basis. The school has no obligation for a mass notification of parents if a case is found. Many parents would be lulled into a false sense of security about head lice and would not check their children until they received such a notification. Children can be exposed to head lice anytime and anywhere.

## **Health Management Plan**

We would like to protect the well-being of our students with special health needs. This includes assisting teachers, students, and administrators to adapt to a student's health problems.

Because of this commitment, it is important that parents or guardians share certain confidential information about the student's health problem. This information will be used to plan for the care and management of the student. It will be shared with those members of the professional school staff who have direct responsibility for the student when in school or participating in school activities.

In the event your child may have an asthma attack at school, it is important for the school staff to be able to provide the best care possible for your child. It is also important to have an emergency plan in place even if your child has not had

an asthma attack in several months. Please contact the school office and complete the Asthma Inhaler-Self Administration Authorization Form and the Asthma Management Plan.

The superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the district's needs in the joint State Board of Education and Ill. Dept. of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools, available at: [https://www.isbe.net/Documents/food\\_allergy\\_guidelines.pdf](https://www.isbe.net/Documents/food_allergy_guidelines.pdf)
3. Complies with State and federal law and is in alignment with Board policies.

If there are any changes in your child's health status, medications, or treatments, please notify the school office so the emergency plan can be updated. If you have any questions or concerns, please contact the school office.

### **Communicable and Infectious Diseases**

Students known to have chronic infectious diseases (as defined by the Illinois Department of Public Health) will be individually evaluated in order to determine if their behavior or physical conditions pose a high risk of the spread of diseases. The school infectious disease review team will work with local, regional, or state health officials, the family physician, the student, the student's teacher, and the student's parents to establish the most appropriate educational program for a student identified as having an infectious disease.

### **Sexual Harassment of Students**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's, district agent's, or fellow student's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that 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.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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 unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal, and written documentation of every incident will be kept. The student will be given the opportunity to review the documentation and verify its accuracy with their signature. An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action.

### **Sex Education Instruction**

Illinois law requires our school to teach age level appropriate units that address topics of sex education to protect children from child abuse situations and to let them know (as age level appropriate) the health dangers and related consequences of participating in sexual behavior at too early an age of immaturity. These units are usually taught within a Health Education Class or via presentations arranged for students. Male and female students are separated during these lessons or presentations to protect students from embarrassment and afford them a degree of privacy to ask questions they may need answered. School counselors play a proactive part in planning and overseeing this training, along with our teachers. Content of these units is correlated to learning standards set forth by the State of Illinois. We often work with the Hult Health Education Center, the Center for Prevention of Abuse, and the Peoria County Health Department to secure supplemental materials to enhance units that may be outlined in our school health texts. There is a wealth of information available to our students outside the school. Our goal is to share information with our students that will protect and inform, rather than misinform them about issues related to choices they make to protect themselves against predators, or regarding choices they may make about participating in some form of sexual activity that could have serious consequences. Religious views regarding the discussion of sexually related material at school with a child may well vary from family to family. We respect the rights of parents to exercise a degree of control over the nature of sensitive, sexually related content material their children are exposed to at our school. We assure you that all presentations will be handled with professionalism and sensitivity. You as a parent have a right to intervene if you have a religious or other such objection, to have your child excluded from such lessons or presentations, with you expressing a desire to tend to this educational need in the privacy of your own home. We ask that you complete the form either giving your student permission to participate in sex education related Health Education units or that you state a reason for your objection to such training participation by your child. If you have any questions related to this request, please call PHGS at 686-8809 to speak to a school administrator. We will be happy to address any issues or concerns you may have.

### **Child Abuse or Neglect/Mandated Reporter**

School personnel are obligated by law to report any suspicious/suspected case of child abuse or neglect to the proper authorities. All employees of Unit District 325 are designated by the State of Illinois as "Mandated Reporters". We have a legal obligation to report any incidents of child abuse or neglect that we have reason to suspect or that is reported to us by a child. Visible evidence of abuse or neglect is not required for us to be obligated to file a report. We are not allowed to inform a parent prior to, at the time of, or after a report is filed. District personnel are not allowed to discuss a report with a parent after a report is filed.

To report a suspected case of child abuse you may call: Illinois DCFS HOTLINE: 1-800-252-2873, DCFS Peoria: 309-671-7978 or 7979

### **Medications**

Any prescription and/or behavior medication with only one dose administered in a 24 hour time period should be given by the parent to the child at home prior to the child being sent to school. This gives the medication adequate time to establish itself in the body so the student may realize the benefit of the medication during the entire time frame the student is at school. Such medications given at school have a delayed and dramatically shortened effect during school hours that often leaves the child with little benefit at school from taking the medication.

No employee, other than the school nurse, shall administer any type of medication to a pupil. A child will be permitted to administer his/her own prescription medication under nurse supervision (less than 10 days) upon written permission from the parents or guardian. For continuing prescription medication (10 days or more) a permission form must be filled

out and signed by the parent or guardian and attending physician to allow a child to administer his/her own prescription medication under nurse supervision. Only current, valid prescription medications, in the pharmacy container bearing the student's name, with the correct dosage to be administered specified will be administered to students by the school nurse. The school nurse may not tamper with, divide, dilute, etc., or alter any medication in any way. Non-prescription medications may not be carried by the child at any time on school property, nor may they be self-administered through the school office. Parents or a parent designee may come to the school to administer non-prescription medications to a student in the office.

### **Vision/Hearing Screenings**

Vision/hearing screening services shall be provided annually (usually in October or November) by PHGS to all preschool children 3 years of age (or older) in any public or private educational program or licensed child-care facility, and for all school-age children who are in kindergarten, second and eighth grades; in all special education classes; referred by teachers; and transfer students. Vision screening is recommended in grades 4, 6, 10 and 12. Such screening services shall be provided in all public, independent, private and parochial schools.

In lieu of the screening services the school district provides, a completed and signed report form may be submitted by the parent, indicating that an eye examination by an M.D. specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

The parent or legal guardian of a student may object to vision screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the screening entity.

This serves as prior, written notice to parents of testing that will be completed by individuals conducting vision screening tests. "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months." (Section 27-8.1 of the School Code)

### **Emergency Management Plan**

In the event of a major emergency, the staff will activate the emergency plan. The staff and students will conduct periodic evacuation and take-cover drills. In the event of an emergency, please do not try to contact or come to the school. Information will be provided to all parents as soon as possible through School Messenger (mass telephone messaging system).

### **Playground Safety/Conduct Rules**

1. Report all serious accidents and injuries to the school office immediately.
2. Play only in assigned areas of the building, assigned areas on the blacktop and on designated areas in the grass when the weather permits.
3. Do not play in the parking lot or around parked cars. Students should never be in the parking lot. (Wait for rides on the sidewalk.)
4. Students should never climb trees, garbage tanks, cement platforms, chains or fences on the playground.
5. No snowball throwing, rock throwing, food throwing, or throwing of any other object.
6. Body contact sports, (tackle football, boxing, wrestling, and gang playing) are prohibited. Never grab or hold on to another student or student's clothing. Do not touch other students for any reason.

7. Fighting is not permitted. It is just cause for being suspended from school. It is the duty of every person to avoid quarreling and to never touch another person in anger.
8. No hard baseballs and wood or metal bats are to be used.
9. Tripping and teasing are prohibited. Be respectful and courteous to others at all times
10. Skateboards and roller skates are not allowed on the school grounds.
11. Use any provided play equipment as it is meant to be used, in a shared, orderly and safe manner.
12. Keep off all grass areas unless they have been designated for play, and when they are wet or muddy, to keep clothing and students clean and to protect the appearance of the play area.
13. No playing is allowed on any athletic field when it is wet or muddy.
14. Play safely on and observe safety rules for use of the playground equipment.
15. No child should interfere with a game in progress or in any way be deliberately annoying to others.
16. Pupils are not permitted in the street, roadway, or parking lot areas.
17. To re-enter the building during recess, permission is needed from a teacher. Students may enter immediately to secure help in case of an emergency or accident.
18. During inclement weather, children must remain out of water and mud.
19. Do not do anything in play that might be dangerous to yourself or others.
20. The only time a student should be inside at recess and noon in nice weather is if you have a reasonable and justifiable note from home, approved by your teacher, or written permission from a teacher. Students should be in possession of this note when staying in.
21. Please remember to put the proper clothing on that the weather calls for before going outside.
22. No re-entry to the building will be allowed once a student has exited for recess. The restroom should be used before going outside at recess.
23. If a student leaves the playground (to retrieve a ball, etc.) they should get permission from an adult on duty.

#### **School Bus Safety/ Conduct Suspension Policy**

Parents bear the responsibility for transporting children to and from school. Being allowed to ride a school district provided bus is a student privilege earned by following all bus rider rules. Riding a bus is not an automatic student right. A student, who cannot obey rules and whose behavior or actions pose a safety threat to all other bus riders, may be removed from the bus temporarily, or barred from bus use for the school year.

1. Be on time, only at your assigned, designated school bus stop to help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Behave properly at the bus stop.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
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 driver.
7. Keep hands and head inside the bus at all times after entering and leaving the bus. Do not throw anything out 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. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus. No snacks, can, or bottle drinks may be taken onto the school bus. Items in violation will be taken and disposed of.
12. Carry no animals on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver at all times at the bus stop and on the bus.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop. He or she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge point.
19. Students riding buses will be kept after school only if their parents are notified by a teacher prior to the regular dismissal time. If parent contact cannot be made, arrangements to stay after school should be scheduled by the teacher and the bus-riding student for the following day.
20. The "bus environment" is an extension of the "school environment." Applicable behavior rules enforced at the school will also be enforced on the school bus.

Student misbehavior on a school bus or near the point of the bus stops may result in a student not being allowed to continue riding the school bus. Only designated bus riders may ride their assigned bus. Students violating bus riding rules will be subject to the school discipline policy, which may result in temporary or permanent removal from the bus.

Note: All school buses are equipped with video cameras used for safety and the monitoring of behavior. Videos may be used to determine bus rider discipline.

### **Walker Safety/Conduct Rules**

A thorough understanding of the following rules and full compliance is expected in order to keep all students safe. Rules walkers are expected to follow include:

1. As a walker, I have two responsibilities, one to myself and the other to the person behind the wheel. My responsibility to him is as great as his is to me.
2. I cross streets at marked crosswalks and watch for traffic from all directions.
3. I cross streets on proper traffic signal.
4. I walk, not run, when crossing a street or roadway.
5. I stay out of the street until the way is clear for crossing.
6. I watch for backing or turning cars.
7. I set an example by obeying traffic laws, signs, and signals.
8. I help the smaller children.
9. I never get in a car with or go near the car of a stranger.
10. I always obey the crossing guard at the street intersection.
11. I move on through the intersection to cross on to my home, and never congregate with friends near an intersection.
12. I never distract the crossing guard and leave the guard alone to concentrate on his safety work with other students.

### **Pesticide Application Notice**

If a pesticide application is deemed to be necessary by the IPM coordinator, parents and staff will be notified in writing two business days prior to the pesticide application.

## **BEHAVIOR**

Behavior management is in place in our school with the following goals in mind:

1. Promote a positive classroom learning environment
2. Promote positive student social growth and development
3. Promote student academic success

### **Responsibilities of Students**

1. I treat everyone with respect and deserve the same treatment in return.
2. I am honest and treat all in a fair manner.
3. I listen to and obey my parents and teachers, and school staff without arguments.
4. I control my temper at all times, and am responsible for what I do. I respect the right of others to never be touched.
5. I never use physical violence in anger against others.
6. I am a polite and courteous friend to everyone.
7. I never use poor or inappropriate language.
8. I think for myself before I act, to be a leader, not a follower.
9. I follow school rules that protect me and my schoolmates.
10. I always try my best to work hard to be the best student that I know I can be.

### **Positive Behavior Incentives**

Throughout the year, positive academic and behavior incentives will be utilized at the classroom and school-wide levels. Prior to the use of these incentives, clear criteria will be set forth as to how a student can qualify for the incentive. Students that do not meet the criteria will not be able to participate in or receive any incentive and may be assigned to alternate activities for the time period of the incentive. Administration holds the final decision on whether or not a student has earned each incentive.

### **Discipline Policy**

Chapter 122 Article 2424 School Code of the State of Illinois: Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline and conduct of the school children, they stand in the relation of parents and guardians of the pupils. This relationship shall extend to all activities connected with the school program and may be released at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Student discipline and control problems will be dealt with through a system of classroom discipline and consequences, administration assigned consequences, parent notifications, and when necessary, suspensions, and expulsions.

The school discipline policy is an extension of teachers' own classroom rules, discipline, and procedures.

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



A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the following section, whenever the student's conduct is reasonably related to school or school activities. Areas where the school discipline policy applies include, but are not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Defining Gross Misconduct or Disobedience**

The offenses listed in this handbook and board policy are for example only and are not exhaustive. The Board retains the right to impose discipline upon any students for any act or omission that it determines constitutes gross disobedience or gross misconduct, up to and including expulsion, where appropriate, subject to Board Policy.

### **Prohibited Student Conduct**

Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct is strictly prohibited. Prohibited behaviors include without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, harassing, bullying, or other comparable conduct. The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the

brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy. h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the building principal.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a district staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.

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

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

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

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

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

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

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

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

For purposes of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The superintendent or his designee shall ensure that the parent(s) or guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. Special considerations will be made in accordance to a student's individualized education plan (IEP).

## Examples of Disciplinary Measures

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

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

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

It is recommended that teachers make contact with parents to discuss any continued unacceptable behavior. All punishments issued through the school office are at the discretion of district administration, with each offense reviewed in the light of all situations and circumstances that contribute to the punishment levied for the student's specific offense.

Parents will receive written notification of more serious student offenses. Documentation of these offenses must be signed and returned to the school as proof that the parent received the notification.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Lunch/Recess/After School Detention**

Lunch and recess detentions will be assigned by the administration. After school conferences with teachers will be assigned by the classroom teacher and will run from 3:20 - 4:00 on Tuesdays and Thursdays. Parents will receive 24 hour notice on after school teacher conferences. Students that are bus riders will be allowed to ride the activity bus after conferences.

Detention expectations include:

- No sleeping
- No talking to other students
- Student will read or complete assignments
- Student may be required to complete a reflection assignment
- Electronic devices not allowed
- Inappropriate behavior toward the detention supervisor may result in further discipline

### **Saturday Detentions**

No Saturday detentions will be assigned to students in grades K-3. Saturday detentions run from 8:00 a.m. until noon at the high school. No transportation will be provided for these detentions. Failure to show up at an assigned Saturday detention without speaking with a principal, will result in a 1 day suspension.

### **Suspensions/Expulsion**

All suspensions will be served out of school. Most suspensions at Grades K-3 will be one (1) day; however, they could be longer at the discretion of the principal. During the suspension, the student may make up work for full credit. Upon a student's third suspension a School Board hearing may be required before that student may return to school. Students that are suspended are not allowed on school grounds or at school-sponsored activities while they are serving their suspension.

Suspensions may eventually result from repeated violations of any of the discipline policy offenses. However, immediate suspension could result from action or behavior that could result in personal injury or damage to the school facilities.

Immediate suspension and possible referral to the Board of Education for possible expulsion may result from the following types of behavior:

1. Gross disrespect to staff or other students.
2. Fighting.
3. Defacing the building or facilities.
4. Stealing from school, staff, or other students.
5. Intentional setting off school fire alarm system.

## 6. Gang activity and involvement

These suspensions will be 1-10 school days and served out of school.

Immediate suspension and referral to the Board of Education for possible expulsion for the following offenses:

- A. Possession or use of illegal controlled substances on school property or at any school-sponsored activity.
- B. Having and/or using non-prescription narcotics, marijuana, or other possibly harmful substances on school property or at any school-sponsored activity.
- C. Carrying or possession of a weapon or any object which, in the opinion of the school Administrator, may be used to inflict bodily injury or property damage, on school property or at any school-sponsored activity.
- D. Physical abuse against a staff member on school property or at any school-sponsored activity.

Expelled students may not be on school property or attend school activities for the duration of the expulsion.

### **Suspension/Expulsion/Due Process**

Should a student engage in behavior that could result in personal injury, injury to others, or damage to the school facilities, the student may be immediately removed from the school setting.

These suspensions may be for up to 10 school days and served out of school. Parents of any student, at any grade level, who object to a suspension punishment that is given, may request a "Review Hearing" before the Board of Education regarding the incident, by contacting the District #325 Superintendent's Office.

Work that is missed while the student is suspended can be made-up by the student for partial credit only during the time the student is suspended. While a student is serving an in-school suspension, teachers should meet with the students, and give them their assignments so the students may make up their work for full credit. During an out of school suspension, it is the parent's responsibility to obtain assignments missed and to see to it that homework is completed and turned in to the teacher immediately upon the return of the student to school. Any work turned in later than the student's first day of return will be subject to the late work policy.

### **Re-Engagement of Returning Students**

The superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the superintendent, and the superintendent's determination may be modified by the Board on a case-by-case basis. The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

### **Controlled Substance Policy**

Any student who, while either on school property or while engaged in any school-suspension activity, shall have in his/her possession any of the following shall be suspended immediately and the principal shall forward notice of suspension along with the principal's recommendation regarding expulsion to the Board of Education at their next meeting:

A. Any substance described in the "Cannabis Control Act" as amended (Illinois Revised Statutes, Chapter 56 1/2, S701 and following), which substances include by way of example but are not limited to marijuana, hashish, and any parts of the plant cannabis sativa;

B. Any substance described in the "Controlled Substances Act " as amended (Illinois Revised Statutes, Chapter 56 1/2, S1100 and following), which and stimulant include by way of example but are not limited to depressant and stimulant substances, narcotic drugs, and hallucinogenic substances;

C. Any item described in the "Drug Paraphernalia Control Act" as amended (Illinois Revised Statutes, Chapter 56 1/2 S2101 and following), which items include by way of example but are not limited to miniature cocaine spoons and bongs;

If a student is suspended or expelled for having in his/her possession such substance or item, a referral and request for prosecution will be forwarded immediately to the appropriate law enforcement authority.

The Peoria Heights Community Unit School District #325 Board of Education and Illinois state law prohibit the use of tobacco products in school buildings or on school property by anyone at any time.

Students enrolled in Peoria Heights Community Unit School District #325 are not allowed to have in their possession any tobacco item or use product (Lighter, matches, etc.) on school property, at any time. The penalty for such action will be as follows: Violation of the School Tobacco Use and/or Possession of Tobacco Policy – 1 day suspension from school. Second violation will result in a 3-day suspension from school.

### **Gang Activity**

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student on or about school grounds, on school buses, or off school grounds at a school activity shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

### **Dress Code/Student Appearance**

In order to assure an educational atmosphere that is conducive to learning and to establish a uniform policy that protects fundamental rights guaranteed by the Constitution of the United States and the State of Illinois, the Board of Education does hereby adopt the following student dress code:

All students and their parents are responsible for presenting an appearance that is conducive to the learning process. The following guidelines shall be observed:

1. Dress attire must not interfere with the educational process or with the rights of others. Attire which is likely to interfere, and which is therefore prohibited, includes, but is not limited to, the following: hats of any kind (worn indoors); bare midriffs; see-through garments; pajama tops or bottoms; muscle shirts (tank tops); white undergarment t-shirts; clothing which displays inappropriate words or pictures; i.e. sexual or vulgar insinuation; drug or alcohol lettering; weapons; blood and gore; bare-backs; skin tight clothing, halter tops; low cut blouses and pants; hair rollers; clothing or jewelry that display obscene profane language or provocative pictures, or poses a threat to student safety or welfare. Students must wear clothing that covers them from shoulder to at least mid-thigh. (Arms held straight to student's side, with fingertips extended; Fingertips = Mid-thigh)
2. Dress attire must always be neat and clean and must not be destructive of school property. Unless otherwise prohibited, clothing shall be worn in the manner in which it was designed, i.e., only tops designed to be worn outside of pants or skirts may be worn in that manner.
3. Dress attire must always comply with existing State health safety codes. For example, footwear must be worn at all times, must not be loose or floppy, and must afford protection to the feet. Sunglasses may be worn, but only when so prescribed by a licensed physician.
4. Any extremes in dress that cause distractions in the school will cause the professional staff to request that this distraction be corrected immediately. Students will be sent home to get proper clothing.



5. Hair must be kept clean. Students may style their hair as they please, providing style does not jeopardize student safety.
6. Athletic equipment issued to a student athlete or cheerleading equipment issued to a cheerleader may not be worn in or out of school for other than the activities they were designed for except by the direction and approval of the principal or athletic director.
7. Baggy or oversized trousers and/or shirts or other oversized clothing are not allowed. They create a classroom disruption and can create a safety hazard that may lead to student injury.
8. Hats may NOT be worn by students at any time in the school.
9. Weather permitting; students may wear shorts to school. Shorts worn should fit appropriately, promote modesty, and should be mid-thigh in length, the bottom of the short cuff, minimally, even with or below the extended fingertips of the student's arm at rest at the student's side.

The above rules apply while school is in session. Exceptions to the foregoing rules may be made by the superintendent or appropriate building administrator.

#### Junior High Physical Education Dress Code:

- A school PE uniform is required of all students and is available for purchase at school\*
- 1 Pair gym shoes (non-marking sole)
- 1 Pair white socks
- 1 Gym bag (optional)
- 1 Gym locker lock (Optional, available in school office for \$3.50)

\*Physical Education shorts and tops are to be worn only for Physical Education classes.

#### **After School Activities**

Peoria Heights' students are welcome and encouraged to attend extra-curricular events at both district schools. On days school is in session, a student must be in school at least  $\frac{1}{2}$  of the school day to attend an extra-curricular event or school-sponsored activity held that same day. Students absent more than  $\frac{1}{2}$  a school day, may, due to special circumstances and with permission granted by school administration, attend an extra-curricular event or school-sponsored activity the day of their absence.

Students in grades K-4 who attend extra-curricular events must do so with a parent or guardian, and must remain with the parent or guardian, at all times being supervised. Students, from both PHGS and PHHS, who attend extra-curricular events at either school are required to remain in the school or at the event until it is concluded.

Students are required to follow the electronic communication device school policy at all times, including at extracurricular activities. Students attend the activity to participate or observe, not to watch TV, listen to CD's, or play video games. Portable entertainment devices of this type are not allowed at extracurricular activities. These devices may be confiscated if brought to extra-curricular events by students.

Students are not allowed to exit the building or event to sit in parked vehicles, walk school property, or drive away from school grounds, and later return to the event, unless in the company of a responsible parent or guardian. A student, who leaves an event before it has concluded, must leave school grounds and may not return to that event, unless, due to special circumstances, prior permission to do so has been granted by the administrator or supervisor in charge of the event.

### **Bullying Policy**

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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-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 guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### **Bullying Prevention and Response Plan**

The superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

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 nondiscrimination coordinator, building principal, assistant building principal, a 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 named officials or any staff member. The district named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

**Nondiscrimination Coordinator:**

Dr. Eric M. Heath  
Name  
500 E. Glen Ave., Peoria Heights, IL 61616  
Address  
eric.heath@ph325.org  
Email  
309-696-8800  
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**Complaint Managers:**

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4. Consistent with federal and State laws and rules governing student privacy rights, the superintendent or designee shall promptly inform parent(s)/guardian(s) of all students 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 the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- 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 report of the 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 and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the 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 act 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, which 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 is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. 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 Behavior. 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; Elementary Schools. 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.

## **TECHNOLOGY/MEDIA**

### **Cell Phones and Other Electronic Devices**

It is permissible for faculty/staff members to carry cell phones for emergency use as needed on school property.

The current student cell phone use policy is provided to you in this handbook. (Electronic Communication Devices). This policy was established by the Policy Committee of the Board of Education.

Students are responsible for their own cell phones at all times. Phones should not be loaned to other students. By doing this a student encourages other students to violate school rules established for cell phone use. Loaning a phone to another student is punishable by administrative measures.

Students are responsible for being familiar with and abiding by the cell phone use policy of the school “during the school day” (8:30 A.M. to their dismissal at either 3:10 or 3:20 P.M.), “while classes are in session.”

Teachers have the right to ask a student to give them a cell phone to see if it is powered off or powered on.

A teacher will make a student office referral for the 1st cell phone violation, including cell phone use during school hours or having the phone powered on. The teacher will confiscate the phone from the student and turn it over to the principal with the referral. Teachers will not look at messages, pictures, etc., that may be on the phone. A building administrator(s) will determine if there is “reasonable cause” to examine a cell phone that is confiscated for the violation of a specific cell phone use policy offense. There will be no “inventory search” of a telephone that is confiscated. On the 2nd offense, a letter will be sent home with the student as a reminder of the cell phone policy. On the 3rd offense, a parent or guardian will be required to come get the phone the principal’s office.

If the phone a teacher examines is powered off it will be returned to the student with a reminder that the school policy requires the phone to be kept powered off and out of sight at all times during the school day while classes are in session.

If the student refuses to surrender a phone after asked to, the student will be brought to the principal in the school office. The student will be written up for insubordination and the parent will be called about the student’s refusal to surrender the phone to school administration.

Generally, the messages, pictures, etc., on a cell phone are private and will not be viewed by administration without probable cause that indicates a violation of the cell phone use policy. Permission to look at messages or photos may be requested of the adult parent or guardian of a student. If this permission is requested of the parent and is denied, the student will be forbidden to carry a cell phone on them in the future during the school day. The student may bring a cell phone to and from school, but it will be required to be kept in the student’s locker during school day hours.

If a teacher has reason to believe that the cell phone may have been used in some way to violate the rights or privacy of another student, the teacher will bring both the phone and the student to the principal.

To ensure that cellular telephones do not disrupt the school environment the following rules are to be implemented. These rules pertain to all students in the district.

1. A student in possession of a cellular telephone must keep it turned off and out of sight (in an inconspicuous place such as a car, backpack, pocket, purse, or locker) during the school day while classes are in session.
2. Student must obtain permission from the coach or sponsor to use a cellular telephone on the school bus at any time before or after school while being transported home, or when traveling to or from an extra-curricular event.
3. **Exceptions** to these rules may occur with the permission of the building principal/designate, or a life-threatening emergency where no other telephone is available and no adult is present.

Disciplinary action for cell phone use:

The violation of any of the cellular telephone regulations will result in the following disciplinary action(s):

1. The first violation will result in the confiscation of the cellular telephone and a Saturday detention. The telephone will only be returned to a parent or guardian at which time a conference and review of the policy will occur.
2. The second violation will result in a one-day suspension, confiscation of the cellular telephone for the remainder of the school year, and the student will not be able to possess any cellular telephone on school property for the remainder of the school year.
3. Further violation of the cellular telephone policy will result in confiscation, not returned, and the student will be suspended out-of-school pending an expulsion hearing.

Electronic study aids may be used during the school day if:

1. Use of device is provided in the student's IEP.
2. Permission is received from the principal/designate.

Examples of electronic devices that are used as study aids include tablets, iPods, and laptop computers.

Examples of electronic devices that are not used as study aids and are not permitted at school include: hand-held electronic games (e.g. Nintendo DS), CD players, MP3 players, AM/FM radios, pagers, and all communication devices other than cell phones (usage described above).

The school district is not responsible for the loss or theft of any item or electronic device brought to school.

As of January 1, 2014, Illinois Public Act 98-129 allows elementary and secondary schools to request or require students to provide social media passwords. Social media password information may be requested if the school believes the student's account on social media networking site has evidence that the student has violated a school rule or policy.

**Internet Acceptable Use**

Acceptable use:

Peoria Heights School District is committed to the goal of providing electronic network facilities for students of District #325. The school network is expected to be used in a responsible, efficient, ethical and legal manner in accordance with

the mission of the school district. Users must acknowledge their understanding of the general policy as a condition of receiving an account or using the network and computer resources.

All use of the district's connection to the network, computers and Internet must be in support of education and/or research, and be in furtherance of the school district's stated goals. Use is a privilege, not a right. General rules for behavior and communications apply when using computers and accessing the Internet.

#### Privileges:

The use of the district's computer network and Internet is established as a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. District personnel responsible for providing networking services and school certificated employees have the right to make all decisions regarding whether or not a student has violated applicable rules and may deny, revoke, or suspend student access at any time.

Peoria Heights Community Unit School District #325 reserves the right to monitor and search all computer files, images, and/or equipment that is owned by the school district.

#### Authorization for Computer/Internet Access:

Each student and his or her parent(s)/guardian(s) must sign the Acceptable Use Policy Permission Form before being granted use of the district's computers, network and/or Internet connection.

The failure of any student to follow the terms of the Acceptable Use Policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### Privacy:

Investigating or reading another user's file is considered a violation of privacy. Reading unprotected files is intrusive, reading protected files, by whatever mechanism, is considered the same as "breaking and entering." Violations include, but not limited to:

- Attempting to access another user's files without permission.
- Furnishing false or misleading information or identification in order to access another user's accounts.
- Attempts to access district computers, computer facilities, networks, systems, programs or data without authorization.
- Unauthorized manipulation of the district's computer systems, programs or data.

#### Theft:

Attempted or detected alteration of software, data or other files, as well as disruption or destruction of equipment or resources, is considered theft. Violations include, but not limited to:

- Abusing specific resources such as the Internet.
- Removing computer or other technology equipment and resources without authorization.
- Copying or attempting to copy data or software without authorization. Users should assume that any software they did not create is copyrighted.

#### Vandalism:

Violations include, but not limited to:

- Sending mail or a program that will replicate itself (such as a computer virus) or do damage to another user's account.



- Tampering with or obstructing the operation of the district's computer systems.
- Inspecting, modifying or distributing data or software (or attempting to do so) without authorization.
- Damaging computer hardware or software.
- Manipulation, altering or changing of screen desktop setting or computer configurations on individual computers via accessing the control panel or by any other means that changes the original setting of a computer.

Harassment:

Sending unwanted messages or files to other users may be considered harassment. Violations include, but not limited to:

- Interfering with legitimate work of another user.
- Sending abusive or obscene messages via computers.
- Using computer resources to engage in abuse of computing center personnel or other users.

Access to the Internet:

Peoria Heights Community Unit School District #325's goal is to include the Internet in the district's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The school district is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the district will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

"Internet" includes all information accessed by Internet sites, email, online services, and bulletin board systems via any protocols or medium.

Unacceptable Use:

A user is personally responsible for his or her actions and activities involving school computers, the district's networks, and/or the Internet. Some examples of unacceptable uses of school computers, the district's networks, or the Internet are:

- Any illegal activity.
- Violation of copyright, intellectual property rights, or unauthorized use of others' property.
- Downloading of a file without authorization, regardless of whether the file is software or data or whether it is copyrighted or de-virused.
- Using or downloading a file for a purpose other than that authorized.
- Use for private financial or commercial gain.
- Wastefully using resources, such as file space, processor time, or network time, including any use that hinders, delays, or obstructs others in their use of computers, networks, or the Internet.
- Gaining or attempting to gain unauthorized access to resources, including but not limited to computers, networks, databases, and files, or information contained therein.
- Invading the privacy of others.
- Using or attempting to use another's account or password or other identification.
- Posting material authored or created by another without his or her consent.
- Use for commercial or private advertising.
- Submitting, posting, publishing, or displaying any material which is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or harassing, or accessing material which is obscene, profane, or sexually oriented.

- Impersonation of another user, anonymity, and pseudonyms.
- Use or attempted use while access privileges are suspended or revoked.
- Failure to follow network security rules.
- Attempted or actual use, possession, or creation of any computer virus or other software or physical or electronic device intended to or capable of causing damage to any computer, network, or file.
- Computer and network vandalism is prohibited. Vandalism is defined as any act of a user, which intentionally or recklessly causes damage or attempts to cause damage to any person, entity, computer, computer component, file, or network.
- Use of computing facilities knowingly to disrupt the work of another student, faculty member, or staff.
- Use of computing facilities knowingly to disrupt normal operation of the district's network.

These rules may be supplemented at any time at the discretion of the school, district and/or Board of Education. Any supplemental rules will immediately be binding upon students.

#### Security:

System security is protected through the use of user ID and password. Failure to adequately protect your password could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines should be followed:

- Students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in as another student's, teacher's, or staff's name without first logging off their account.
- Always log off the computer network before leaving the workstation.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

#### Miscellaneous:

Other acts considered unethical and abusive include, but not limited to:

- Unauthorized and time-consuming recreational game playing.
- Deliberately slowing down the network.
- Non-productive or idle "chatting."
- Using computer accounts for work not authorized for that account.
- Sending chain letters or unauthorized mass mailings.
- Using the computer for personal profit or other illegal purposes.
- Personal and political advertisement.
- Display, viewing or sending of offensive material and graphics.
- Playing of "games", either via installed programs or Internet, unless in conjunction with educational enrichment, at appropriate times or with authorized permission.

Users must have a valid, authorized account and may only use those computer resources for which they are specifically authorized. Users may only use their account in accordance with its authorized purpose. Users are responsible for safeguarding their own account. Users should not allow another user to use their account unless authorized by the system administrator for a specific purpose.

Users should promptly report misuse of computing resources, or potential loopholes in the computer/network system security to the network administrator, and cooperate with the systems administrator in their investigation of the abuse.

### Penalties for Computer/Internet Abuse:

Abuse or misuse of the district's computing facilities and services may not only be a violation of network policy and user responsibility, but it may also violate the criminal code. Action may include, but is not necessarily limited to:

- Suspension or revocation of network, computer and/or Internet privileges.
- Reimbursement to the district or the appropriate institution for resources consumed.
- Other legal action including action to recover damages.
- Referral to law enforcement authorities.
- Referral of offending faculty, staff, and/or students to district authorities for disciplinary action.

### Supplemental materials that correlate with this policy:

- Acceptable Use Policy – General Overview of Network Policy
- Acceptable Use Policy – Netiquette
- Acceptable Use Policy – Permission Form
- Acceptable Use Policy – Internet Filtering

### **Library Rules and Policies**

Our librarian is available to assist classroom teachers using the school library. The library is equipped to give students access to supplemental materials they may need for preparing their lessons. A wide selection of books is also available for recreational reading. A vast number of magazines are purchased for the use of students served by the library.

The complete reference section should be helpful to students in their class work. Books are found here covering subjects in all of the academic fields. Books that are not on our shelves may possibly be secured through the Illinois Valley Library System upon request. See the librarian for any question you have regarding the use of library materials.

The library will best serve your interests if you remember that it is planned to serve the entire student body. We ask your cooperation in protecting the rights of others using the library and its resources by treating library materials with care, and by being courteous, quiet, and cooperative in using library materials and resources. At the end of each school year, the librarian will inventory books. Parents of students who have lost and not returned library materials will be billed for payment for those items. Outstanding debts owed the library by a student will result in that student not being allowed to check materials out of the library the following school year until the library debt is paid.

### **Restrictions on Publications; School-Sponsored Publications and Web Sites**

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the district's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

### Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether offline (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website,

social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other handheld devices). Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the school district.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by Board of Education policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing “on-campus” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### **Student Photos on the District Website**

From time to time it is possible that a student's picture may appear on the school district's website as part of an individual or group activity. If it is the desire of an individual parent to NOT have their student's picture included on the district's website, it is the responsibility of the parent to inform the district via the Parent and Student Consent Form.

#### **PERSONAL BELONGINGS**

##### **Bicycles/Skateboards/Roller Skates/Scooters**

Please remind your child that riding a bicycle is a privilege, which requires responsible behavior and the practice of rules of safety. Discuss acceptable bike riding habits with your child at the beginning of the school year. It is against the law to ride bicycles on the sidewalks in Peoria Heights. We also do not permit riding on school property. Every bike should have some sort of lock so that the possibility of theft is reduced. We also suggest that all bicycles, for identification purposes, be registered with the Peoria Heights Police Department.

Skateboards, roller skates, and scooters should not be allowed to be brought to school by students. They may NOT be used at any time by students on school property. Violators will have their skateboards, roller skates, or scooter confiscated and returned only to parents.

### **Lost And Found**

Peoria Heights Grade School assumes no responsibility for indefinitely storing and maintaining items that are lost and found. We do not have the space to do this and sanitary issues are a concern.

Items turned in to the school office will be handled in the following way:

- All items a child brings to school that may be lost must be clearly marked with the student's first and last name. Items found and clearly marked will be returned to the owner.
- Lunch boxes marked with a student's first and last name will be returned to the owner. Unmarked lunch boxes will be emptied of contents and treated as any other unmarked lost and found item.
- Unmarked items claimed by a student will be returned. Unmarked and unclaimed items found that are clean and usable will be donated to the Community Clothes Closet to be passed along to a deserving community family for use.
- Unmarked items that are not usable (torn, ragged, filthy) or are unsanitary to keep or store will be disposed of at the end of each school day. (Sweaty, wet clothing will mildew, old shoes have an odor, an item may be suspected of being infested with a parasite, etc.)

### **Lockers/Cubbies of Students**

A locker is available for and will be assigned to each qualifying student at the beginning of the school year. The locker belongs to the school, and the school controls all use of the locker by the student. The students are expected to use the locker for storage of books and materials needed for daily class work and for storage of coats, hats, etc. when needed. The student's assigned locker is not leased or in any way completely controlled by the student; that is, The student's assigned locker may be opened and inspected by any school administrator or certificated personnel authorized representative of the school without notice or a search warrant if: (1) the contents of the locker(s) are suspected of containing items that would be harmful to the student(s) if such items were to remain in the locker;(2) the contents of the locker(s) are suspected of being stolen property; (3) the locker(s) are suspected of containing illegal drugs; (4) other emergency control reasons; and (5) the contents of the locker are suspected of being in violation of any board policy. All items and containers (including purses) contained in the locker are subject to search for the foregoing reasons.

Students in grades 5-8 are assigned individual lockers. Parents and students should be aware that student lockers are school property that may be searched by school personnel anytime.

It is the responsibility of the student to use the assigned locker for its intended purpose. Each student is responsible for the locker assigned; therefore, damage to the locker of any nature will result in assessment of damages to the student's parents. One of the most frequent sources of exterior and interior damage to lockers results from attaching signs, stickers, or stamps to the surface. The removal of such items may result in damage to the paint coating. Students may not attach any item to the exterior or interior of the lockers. Parents are responsible for costs incurred in correcting damage done by their children to any school property, including student lockers.

The school will retain the combination or a key for any lock that is supplied by the school. One written record of the combination for opening the locker will be issued to each student. The student is responsible for maintaining the confidentiality of the locker combination.

Lockers used in the gym dressing rooms during PE class are not secure unless locked with a lock available for purchase from the school office. Only locks sold by the school may, for access reasons, be used on these PE lockers. No valuables should ever be placed in any school lockers at any time. The school assumes no responsibility for any items taken from lockers.

In grades K-4, where there are no lockers, but coat racks or “cubbies” are provided, all items and containers (including purses) placed in such areas will be subject to being opened and inspected by any school administrator or certified personnel without notice or a search warrant if: (1) the contents of the item or container are suspected of being items that would be harmful to the student(s) if such items were to remain in the school; (2) the contents of the item or container are suspected of being stolen property; (3) the item or container is suspected of containing illegal drugs; (4) other emergency control reasons; and (5) the item or container is suspected of being in violation of any school policy.

In addition, the district superintendent is authorized to conduct area-wide, general administrative inspections of school property including lockers, coat racks, and storage rooms, (for example searching all student lockers at one time) without notice to or consent of the student and without a search warrant.

The district superintendent is hereby authorized to request the assistance of law enforcement officials for the purpose of conducting reasonable searching of school grounds, including coat racks, cloakrooms and lockers, for illegal drugs. This would include searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either 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. Searches conducted by authorized school personnel in conjunction with or at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

Immediately following a search, a written report shall be made by the school authority who conducted the search. The written report shall be submitted to the building principal where appropriate, and forwarded to the superintendent. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

### **Search and Seizure**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice 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 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 that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. 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.

## 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.

## Notification Regarding Student Accounts or Profiles on Social Networking Websites

The superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **STUDENT SERVICES**

### **Breakfast and Lunch Program/Cafeteria**

Free breakfast is provided by the school for any student. Breakfast is served from 8:05 to 8:30 a.m. Any student not partaking in the free breakfast should be provided a well-rounded breakfast at home.

School lunches and milk are free for all students in the district if they choose the hot lunch option. Students may also bring cold lunches. Milk is available for students bringing lunches but must be purchased for \$0.40. The free lunch program doesn't cover milk with a student's cold lunch option.

Though lunches are free for all students, the "free/reduced lunch application form" still needs to be filled out for Bright Futures students to receive milk in their classrooms and may need to be filled out by parents seeking assistance for textbook fees. This form must be completed and filed yearly.

Kindergarten through second grade students have one hot lunch option each day. Third through eighth grade students have two lunch choices, with an extra option of salad bar. Misuse of the salad bar can result in removal of salad bar privileges.

The school breakfast and lunch programs are offered as a convenience to parents. PARENTS, not the school, are responsible for providing a breakfast and lunch for their child each day. This may be done by feeding your child breakfast at home or transporting them to school early enough to eat in the cafeteria and providing your child with a home-packed lunch or by seeing to it that they choose the free hot lunch option. Failure to meet this obligation is a form of neglect and may be reported to the Department of Children and Family Services.

Students are supervised during lunch. They are expected to sit quietly, yet are still free to socialize with others while they eat. Good table manners and a positive attitude toward the food being served will make lunchtime more enjoyable for all. Students not observing lunchroom conduct rules or instructions of the lunchroom supervisor may lose noon recess privileges or be removed from the lunchroom to eat away from other students.

### **Support Services**

The following student support services may be provided by the school district:

1. Health services supervised by a qualified school nurse. The superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The district, however, assumes no liability for preventing, identifying, or treating such problems.

### **School Counselor**

The school counselor aims to work with teachers, administrators, and parents to promote healthy development among all students and to achieve the utmost academic, social and personal growth in their elementary and middle school years. The counseling program's services include implementation of a school-wide character development program that complements our school mission, classroom guidance lessons, career exploration, small focus groups, individual academic and social counseling, teacher and parent consultation, and advocating for all students' needs.

### **Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.



## **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

### Suicide and Depression Awareness and Prevention Program

The superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, Staff Development Program, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
  
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
  - a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
  
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy 6:65, Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the district's educational program);
  - b. Board policy 6:270, Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services. 7:290
  - c. Board policy 7:250, Student Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, Student Support Services.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, Guidance and Counseling Program, and Board policy 7:250, Student Support Services, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the district's Suicide and Depression Awareness and Prevention Program.

## **ADMINISTRATIVE/GENERAL**

### **Administrative Discretion**

The administration shall hold discretionary power to interpret any/all portions of the student handbook in matters of discipline. Each case will be judged individually. The director will inform all concerned parties when penalties do not coincide with the handbook.

### **Grievance Procedures**

1. The student or the parents should discuss the matter with the person(s) directly responsible for the grievance.
2. If this does not resolve the issue, the matter should be directed to the building or school principal and then to the district superintendent. If the grievance is against the principal, the district superintendent should be contacted after talking with the principal.
3. If the matter is still not solved, the student or parents may request the permission of the school board president to speak on the matter at the next meeting of the local board of education.
4. Unless otherwise provided by local board rules and regulations, the next step would be through the judicial system.

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

### **Billing for Medicaid Reimbursements**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services that may be provided to your child are partially

reimbursable under Medicare. Unless you object, in writing, this school district, (via SEAPCo), will claim Medicaid / KidCare reimbursement for eligible services provided to your child at school expense. These claims will have no impact on your ability to receive Medicaid funding either now or any time in the future. If you do not object to the release of information related to Medicaid claims for your child, no action is required of you.

### **Book Rental and Fee Policy**

Textbooks are very expensive. Some textbooks we use at our school cost in excess of \$100 new and \$80 when purchased from used textbook vendors. Textbooks are supplied by the Board of Education on a rental basis. The rental fee also includes all workbooks. The pupils to whom the books are issued are solely responsible for the proper care of the books. Damage to a book, other than ordinary wear, will result in additional assessment to the pupil requiring that the damaged, unusable book, be paid for to replace. Students with an outstanding textbook debt are not in “good standing” as a student and may be prohibited from participation in school extra-curricular activities, including the graduation ceremony, until the debt is resolved. Please encourage your child to keep track of, and take care of the textbooks they use. The annual textbook rental fee is determined by the Board of Education, yearly for grades K through 8.

### **Waiver of Student Fees**

The superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. - In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the superintendent will recommend to the Board for adoption what additional fees, if any, the district will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. The building principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or

denied. A building principal's denial of a fee waiver request may be appealed to the superintendent by submitting the appeal in writing to the superintendent within 14 days of the denial. The superintendent or designee shall respond within 14 days of receipt of the appeal. The superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the building principal's office.

### **Field Trips**

Throughout the school year, opportunities are presented for student enrichment excursions away from school grounds. Students do not have the option of not attending educational trips. Please feel free to contact your child's teacher if you have questions about the specific details of a trip. Parental cooperation in the return of these permission slips is requested. Attending field trips is a privilege earned by students through good behavior at school. Students, who are uncooperative or exhibit behavior that could jeopardize the safety of themselves or other students while on a field trip, will not be allowed to attend field trips away from our school.

Teachers schedule field trips with their students as either an extension of a unit of study at school or as a fun/reward outing where socialization skills with peers may be developed. Field trips and any resulting homework may be related to a state-mandated unit of student study (Careers, student health and welfare safety, etc.) All field trips at PHGS have student educational or social maturation value. Teachers are aware of parent concerns and make every effort not to schedule field trips that have any content element a parent will find questionable or objectionable. Teachers have been instructed by administration to contact parents before a child is exposed to content sensitive material that parents may prefer to present to a child privately in the home. Students and parents may not pick and choose which field trips a student will or will not attend while the student is in attendance at school the day of the field trip. (A child/parent cannot refuse to attend a "Careers" outing or visit to the museum to supplement a unit of study, yet decide they want the child to attend a picnic or circus outing because it is perceived to be more "fun" than educational).

Teachers will inform parents of upcoming field trips that are planned. A "Field Trip Permit Form" is NOT used to secure parent "content" permission for a child to attend a field trip, but rather to secure parental permission for the child to be taken off school grounds during the school day. A parent who has concerns with a child being taken away from the building at any time during the school day, for any reason (abduction concerns, fear of traffic accident injury on school transportation, etc.) may refuse to sign the "Field Trip Permit". Our school will respect this request of the parent to provide better child security by keeping the child at school. If the Field Trip Permission Form is NOT signed and on file with the teacher, the child will not be taken away from school on district transportation during the school day on any field trip outing. Children not attending a field trip will remain at school while their fellow classmates attend the field trip. These students will either be monitored by teachers in other classrooms or be sent to the school office for supervision as they sit quietly and complete teacher provided units of study. Field trips are generally 2-3 hours in duration and are either scheduled in the morning or afternoon. A parent who has signed a Field Trip Permission Form on file with the teacher may elect to keep a child home, out of school, on a day they prefer the child not attend a specific field trip (religious objection, sensitive content/personal trip content objection, etc.) Example: A parent objected on religious grounds to their Grade 8 student attending a "Harry Potter" exhibit at Chicago Field Museum on a Grade 8 field trip museum outing. The school honored that parent request. That student, who had a Field Trip Permit on file, participated in the field trip but did not attend the Harry Potter exhibit. The student was supervised by school personnel visiting another area of the museum until classmates finished their Harry Potter tour and the students were reunited.

We at PHGS are sensitive to parental rights to prohibit their child from being exposed to material the parent feels, and that the school recognizes for valid reason, to be questionable for their individual child to be exposed to, either at or away from school. If a parent concern exists it may be discussed by the parent with the teacher and/or district administration to reach an amicable solution that all may abide by.

Students may be required to stay behind on a field trip due to behavioral concerns or not meeting criteria of a field trip planned as an incentive.

## **Holiday Parties**

### **1. Halloween**

Classroom Halloween parties are allowed and may be held only in Grades PreK – 2 in each student’s individual classroom. Children are allowed to dress in costume for that late afternoon party. Teachers will send home more detailed information on party needs as the party date nears. Refreshments are arranged by the teacher through pupils and/or classroom volunteers. Parents should send a costume their child may easily change into with minimal teacher assistance. A simple mask will be sufficient. Our classrooms are not large enough to accommodate ALL parents in a classroom to visit on the date a party is held. Our classrooms will not, therefore, be open to unscheduled parent visits that day. Teachers will make arrangements for any needed help the day of the Halloween party. Many schools have eliminated any observance of Halloween in school. We have chosen instead to place less emphasis on parading and excessive costume dress that had made the observance of Halloween a large celebration at school in the past. We are adopting a new method of celebration geared to children, with parent involvement only as teacher requested. We want our children to enjoy time with their classmates in a party-fun environment. Parents may later, away from the school setting, celebrate Halloween with their children at home and in their neighborhoods, as they personally have chosen to. We appreciate your support as we implement the celebration changes that we feel are more suitable for the school environment.

### **2. Christmas/Winter Holiday Season**

Classroom Winter Season parties are allowed and may be held only in Grades PreK – 2 in each student’s individual classroom. There is to be no exchange of student gifts unless facilitated by the classroom teacher. Decorations in the classroom are left to the discretion of the teachers of the individual rooms. Decorations must be essentially fireproof. No live trees are allowed in the classroom or electric lights on artificial trees. We have a large decorated tree in the school hall each year and all classrooms are urged to bring canned and/or otherwise staple foods to place under this tree. This food is then boxed by our students and staff members who will put fresh meat with it and deliver the boxes to needy families or needy persons in our community.

### **3. Valentine’s Day**

Valentine's Day parties may be held at teacher discretion. Refreshments are arranged by the teacher through pupils and/or classroom volunteers.

In General:

No room parties are allowed unless cleared first through a teacher and then through the office. Only teacher-secured, parent volunteers are allowed to attend parties that are scheduled. This is to control the numbers of children and adults in classrooms, to eliminate overcrowding that creates safety concerns and to eliminate any rash of "surprise" birthday and miscellaneous parties.

When possible, all parties should be held after the afternoon recess, preferably in the last hour of school. Room picnics or outside parties should be first approved by the office. Picnics are usually limited to organizational reward picnics.

Teachers should not give gifts to pupils. Exceptions would be awards or prizes for achievement. Birthday "treats" provided by individual pupils may be held through 6th grade. These should be limited to a simple distribution of the "treat" with the use of no more than 15 minutes of class time. Be alert to the sanitation and hygienic aspects of the "treats". If a food, on any occasion, is of questionable quality, it will not be served to students.

The practice of students giving gifts to teachers is allowed, with the final decision for this resting with the individual parent and child. We should, if we are consulted, generally discourage a collection of money for a large group gift for a particular teacher. Several teachers have expressed their appreciation for gifts, which can be shared with or used by them in class with all their students. Such gifts as educational games, memory card sets, or consumable art supplies are much appreciated by and beneficial to our teachers.

### **Student Distribution of Party Invitations**

Due to family rights to privacy, we are not allowed to distribute address and/or family telephone number information to parents who may ask for this information to mail party invitations. Students sometimes wish to pass out invitations to birthday parties, etc., in the classroom. We realize that this can save the parents time and postage. However, it may lead to problems. The students who are not being invited usually feel left out and embarrassed when they don't receive an invitation. This often leads to hard feelings among classmates. Because of this, the teachers will not permit any student to pass out invitations for any party during the school day, nor will the office address or mail from our school any invitations to students at parent request. The only exception to the invitation distribution rule would be if the entire class is invited, or if all the boys or all the girls were invited. Students may distribute invitations then.

### **Food Items from Home (Brought to School)**

Our first responsibility at school is to make every effort to safeguard the physical welfare and safety of children entrusted to us. We appreciate the efforts of parents at home to assist us in protecting students at school, and for taking the time to provide treats for other students to enjoy and share. Even though you make every effort not to, a danger may unknowingly be posed to children at school if tainted food is mistakenly sent from home with a child to be shared with other students. The result of such food consumed at school could pose a health danger to children. With these thoughts and concerns in mind that we all share, we appreciate parent support of the following rules regarding food brought in from outside PHGS being served to students:

1. No food of any type, including prepackaged food items, will be served to anyone if the food is suspected by a teacher or administrator of being tainted in any way.
2. We have students at PHGS who will have severe, even life-threatening, allergic reaction to any peanuts product, oil, powder, or peanut, cooked or mixed into any food item. To protect all children, please check ingredients labels on any item you purchase to bring to PHGS. Do not purchase any food item that contains peanuts or a peanut by-product. Never give a food item to a child without first asking the teacher's permission, and always ask the teacher, before distributing any food item, if there are students with food allergies present in the room.
3. The final determination on whether or not a food item is served in a classroom to students rests with the classroom teacher, subject to approval as may be needed or requested by the school administration.
4. Only prepackaged snack food items, prepared commercially under controlled, sanitary conditions, which are unopened and have no outward sign of tampering, may be brought to the school by parents wishing to provide a treat for students to eat. Sorry, but no homemade treats may be served at school.

5. Recognizing that ALL foods, even commercially prepared and sold, prepackaged foods may be tampered with, parents may elect to NOT ALLOW their child to be given any food at school that has been brought in from the outside. This request shall be put in writing by the parent, and given to the teacher for placement in the student file.
6. Questions regarding the enforcement of these rules should be addressed to the school administrator.

Parents are a major asset to our school in supporting teacher efforts and promoting enjoyable leisure activities such as parties where students enjoy parent-provided treats. Thanks for supporting our rules to provide treats that students will enjoy, while addressing the concerns we all share. Thanks for helping us keep all PHGS students healthy at home and at school.

### **Student Fundraising Activities**

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are: (1) School-sponsored student organizations; and (2) parent organizations and booster clubs that are recognized by the school district.

The superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. Fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount and door-to-door solicitations are discouraged.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.

### **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.

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.

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.

Birth Certificate (Certified Copy Required within 40 days of School Registration):

Sec. 5. School duties. (b) Upon enrollment of a student for the first time in a particular elementary or secondary school, that school shall notify in writing the person enrolling the student that within 30 days he must provide either (1) a certified copy of the student's birth certificate or (2) other reliable proof, as determined by the Department, of the student's identity and age, and an affidavit explaining the inability to produce a copy of the birth certificate. Upon the failure of a person enrolling a student to comply with this subsection, the school shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10 day period, the school shall so refer the case. (40 days from the date of student registration) The school shall immediately report to the local law enforcement authority any affidavit received pursuant to this subsection which appears inaccurate or suspicious in form or content.

**Transfer of Students**

If you expect to move out of District #325 stop in the school office at least two days prior to leaving so that action relative to your transfer may be started.

**EXTRACURRICULAR SPORTS AND ACTIVITIES**

**Eligibility Policy for Athletics/Extracurricular Activities**

Peoria Heights Grade School is a member of the Two Rivers Conference, Peoria County Interscholastic Association, Illinois Grade School Music Association, and the Illinois Elementary School Association. Activities offered are boys' baseball, basketball, and track along with girls' volleyball, basketball, and track. Other extracurricular activities include junior high football, cheerleading, pompons, student council, scholastic bowl, speech team, drama, and band.

Every student who tries out and participates on a school athletic team must have on file (each year) with the coach, a certificate of physical fitness issued by a competent physician (prior to practice), and a student and parent signed athletic/activities code permission slip.

Insurance is strongly recommended for each student participating or trying out for a school team. (School insurance or private policy through parents.)



All students participating in any extra-curricular activities, under the guidelines set forth by the I.E.S.A. (Illinois Elementary School Association) Bylaws, the Two Rivers Conference Administrative Board, and Peoria Heights Grade School.

1. All contestants shall be in grades five through eight and shall not have passed eighth grade standing. (grade participation is left up to the individual schools.)
2. A student shall be doing passing work (D- or above) in all school subjects and the school shall certify compliance with this By-Law. Use of player, contestant, or participant shall be deemed certification.
3. For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check will be made during the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.
4. The eligibility check shall be the same day each week (Friday) unless school is not in session; then it must be taken on the last day of student attendance that week. Grades shall be accumulative for the school's grading period.
5. Three weeks of ineligibility will result in dismissal from the team. Four unexcused absences (determined by the coach) from practices or games will result in dismissal from the team.
6. A contestant must sit out one week for each week he/she is ineligible

F's are monitored. The teachers should cooperate with the students as far as the Friday weekly monitoring is concerned. Eligibility is for the following Monday through Saturday.

The above rules pertain to these activities:

Boys and Girls Basketball  
Pompons  
Speech Team  
Boys Baseball  
Junior High Football

Boys and Girls Track  
Cheerleading  
Scholastic Bowl  
Girls Volleyball

Further references; I.E.S.A. Handbook (Scholastic Standing)