

# **SENIORS ONLY**

## ***Peotone Community Unit School District 207-U***

Dear Parents/Guardians:

In accordance with the Illinois School Code, school districts can no longer include class rank on a student's official transcript. In addition, a student's transcript must not contain college entrance exam scores, SAT or ACT scores, unless requested in writing by the parent.

In the future, when students take an SAT or ACT test, students will need to follow the already established process on each SAT or ACT test and record which colleges or universities they wish to have their scores sent to.

Sincerely,

PHS Administration

# PARENT NOTICE ON INTEGRATED PEST MANAGEMENT

Use of Pesticides and Herbicides

Dear Parents/Guardians:

**Pest Control:** Illinois legislature has impacted the manner in which schools handle pest control. Public Act 91-0099 requires schools to notify parents and guardians two business days prior to pesticide applications outdoors.

Public Act 91-0525 requires schools to adopt an Integrated Pest Management (IPM) program. IPM emphasizes preventive maintenance and inspections. Regular spraying is not part of the program. Applications of pest control products are made only when necessary to eliminate a pest problem. Material Safety Data Sheets (MSDS) are reviewed and the least offensive products are used.

Prevention is the goal of our IPM program, with the use of traps and/or baits when pests are suspected or known to be present. If it becomes necessary to use any pest control products other than traps, baits, bleach, boric acid, approved crack & crevice products, or diatomaceous materials, notice will be posted two business days prior to the application. The only exception to the two-day notice would be for an immediate threat to health or property.

**Use of Herbicides:** Broadleaf and similar weeds that remain unchecked flourish in our lawns. In order to more effectively manage broadleaf and other similar weeds on school properties, it may be necessary to apply herbicide products. Precautionary measures are exercised to apply herbicides when school is not in session. Material Safety Data Sheets are available upon request.

If you would like to receive notification prior to the application of any pest control materials not listed in the above paragraph, or to the application of herbicides, please complete the enclosed form and return it to your school office. If you have any questions, please contact the District Office at (708)258-0991.

I would like to be notified at least two days before: 1) the use of any pest control products other than traps, baits, bleach, boric acid, or diatomaceous materials; and/or 2) the application of herbicides. I understand that if there is an immediate threat to health or property that requires intervention before notification can be sent out, I will be notified as soon as possible.

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

Printed Name of Signatory \_\_\_\_\_

Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Phone Number \_\_\_\_\_

# PHS Bell Schedules

## Regular School Day

Period	Time
1	8:20 - 9:05 (45)
2	9:09 - 9:54 (45)
3	9:58 - 10:43 (45)
Blue Devil Support	10:47 - 11:07 (20)
4	<u>A-lunch</u> 11:07 - 11:41 (34) Class 11:45 - 12:30 (45)
	Class 11:11 - 11:56 (45) <u>B-lunch</u> 11:56 - 12:30 (34)
5	12:34 - 1:19 (45)
6	1:23 - 2:08 (45)
7	2:12 - 2:57 (45)

## Common Plan/Early Dismissal Day

Period	Time
1	8:20 - 8:55
2	8:59 - 9:34
3	9:38 - 10:13
4	<u>A-lunch</u> 10:17 - 10:43 Class 10:47 - 11:27
	Class 10:17 - 10:57 <u>B-lunch</u> 11:01 - 11:27
5	11:31 - <b>12:06</b>
6	12:10 - 12:45
7	12:49 - 1:25

\*No Blue Devil Support on Common Plan Dismissal

## School Improvement Day (no lunch)

Period	Time
1	8:20 - 8:46
2	8:50 - 9:16
3	9:20 - 9:46
4	9:50 - 10:16
5	10:20 - 10:47
6	10:51 - 11:18
7	11:22 - 11:50

\*No Devil Support on School Improvement Day

## Late Start Schedule

Period	Time
1	10:25 - 10:55 (30)
2	10:59 - 11:29 (30)
3	11:33 - 12:03 (30)
4	A-lunch 12:07 - 12:32 (25) Class 12:36 - 12:58 (22)
	Class 12:07 - 12:30 (23) B-lunch 12:34 - 12:58 (24)
5	1:02 - 1:42 (40)
6	1:46 - 2:26 (40)
7	2:30 - 3:10 (40)

\*No Devil Support on Late Start Day

\*\*All KACC students will eat A-lunch and the KACC bus will leave at 12:32 as usual.\*\*

**Peotone Junior High School**  
**Bell Schedule**  
**2022-2023**

<b>7th/8th Grade</b>	<b>6th Grade</b>
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1st Hour	8:30 - 9:20	1st Hour	8:30 - 9:20
2nd Hour	9:23 - 10:08	2nd Hour	9:23 - 10:08
3rd Hour	10:11 - 10:56	3rd Hour	10:11 - 10:56
4A Lunch SH	10:59 - 11:26 10:59 - 11:34	4th Hour	10:59 - 11:44
SH 4B Lunch	11:29 - 12:04 11:37 - 12:04	5th Hour (SH)	11:47 - 12:22
5th Hour	12:07 - 12:52	Lunch	12:25 - 12:52
6th Hour	12:55 - 1:40	6th Hour	12:55 - 1:40
7th Hour	1:43 - 2:28	7th Hour	1:43 - 2:28
8th Hour	2:31 - 3:20	8th Hour	2:31 - 3:20



## PJHS Early Dismissal Bell Schedules

### Common Plan Dismissal - 1:40

7th/8th Grade		6th Grade	
1st Hour	8:30 - 9:03	1st Hour	8:30 - 9:03
2nd Hour	9:06 - 9:39	2nd Hour	9:06 - 9:39
3rd Hour	9:42 - 10:15	3rd Hour	9:42 - 10:15
4A (Lunch/SH)	10:18 - 10:45	4th Hour	10:18 - 10:51
4B (Lunch/SH)	Bell - 10:48 10:51 - 11:18	SH	10:54 - 11:24
5th Hour	11:21 - 11:54	Lunch	11:27 - 11:54
6th Hour	11:57 - 12:30	6th Hour	11:57 - 12:30
7th Hour	12:33 - 1:06	7th Hour	12:33 - 1:06
8th Hour	1:09 - 1:40	8th Hour	1:09 - 1:40

### School Improvement Day - 12:00 (No Lunch)

7th/8th Grade		6th Grade	
1st Hour	8:30 - 8:54	1st Hour	8:30 - 8:54
2nd Hour	8:57 - 9:21	2nd Hour	8:57 - 9:21
3rd Hour	9:24 - 9:48	3rd Hour	9:24 - 9:48
4th Hour	9:51 - 10:13	4th Hour	9:51 - 10:13
5th Hour	10:16 - 10:40	5th Hour	10:16 - 10:40
6th Hour	10:43 - 11:07	6th Hour	10:43 - 11:07
7th Hour	11:10 - 11:34	7th Hour	11:10 - 11:34
8th Hour	11:37 - 12:00	8th Hour	11:37 - 12:00

**Peotone Junior High School  
Late Start - Bell Schedule**

**7th/8th Grade**

1st Hour	10:30 - 11:02
2nd Hour	11:05 - 11:35
3rd Hour	11:38 - 12:08
4A - SH/Lunch	12:11 - 12:38
4B - SH/Lunch	12:41 - 1:08
5th Hour	1:11 - 1:41
6th Hour	1:44 - 2:14
7th Hour	2:17 - 2:47
8th Hour	2:50 - 3:20

**6th Grade**

1st Hour	10:30 - 11:02
2nd Hour	11:05 - 11:35
3rd Hour	11:38 - 12:08
4th Hour	12:11 - 12:41
SH	12:44 - 1:11
Lunch	1:14 - 1:41
6th Hour	1:44 - 2:14
7th Hour	2:17 - 2:47
8th Hour	2:50 - 3:20

# **PEOTONE SCHOOL DISTRICT 207-U STUDENT/PARENT HANDBOOK**

## **OFFICE / BUILDING HOURS**

### HIGH SCHOOL:

The Peotone High School Office is open from 7:30 a.m. until 3:45 p.m. on regularly scheduled school days. The Guidance Office is open from 7:30 a.m. to 3:30 p.m. The school will open at 7:30 a.m. for students arriving early to school. Classes are in session from 8:25 a.m. until 3:10 p.m. and the building is open beyond these hours according to various activities or sport events.

### JUNIOR HIGH SCHOOL:

The Peotone Junior High School Office is open from 7:30 a.m. until 3:45 p.m. on regularly scheduled school days. The school will open at 7:30 am for students arriving early to school. Classes are in session from 8:30 a.m. until 3:20 p.m. and the building is open beyond these hours according to various activities or sport events.

## **SCHOOL BOARD POLICIES**

### **PEOTONE C.U.S.D. 207-U GOALS AND OBJECTIVES:**

Peotone District 207-U strives to provide education in accordance with concepts of education for the “whole child.” The education and growth of the students in the acquisition of knowledge and skills is an important goal of Peotone CUSD 207-U, but also of equal importance is the instruction and development of students in self-acceptance and the acceptance of others. Peotone CUSD 207-U strives to teach social conscience and tolerance in parallel with its subject area curriculum.

The goal in Peotone District 207-U is to provide an instructional program designed to fully develop each student’s capabilities. Peotone District 207-U shall strive to provide:

1. opportunities to develop in each learner the basic skills for communication, perception, evaluation and conceptualization of ideas including reading, writing, speaking, listening, computational skills, and problem solving mastery;
2. an environment which helps students, parents, and other community members develop a natural desire for lifelong learning and develops the skills necessary to fulfill that desire;
3. for the learner’s physical and emotional well-being, encouraging students to feel confident about themselves, believe in themselves, and to feel in control of their own destinies;
4. opportunities for each learner to develop creativity and special interests, to discover and develop natural talents;
5. experiences and guidance which help students develop the skills and attitudes which will be necessary for them to cope in their adult lives;
6. a climate which assists students in developing the capacity to adapt in a changing world;
7. an environment that brings about appreciation for, and positive attitudes about, differences among persons in culture, race, religion, creed, marital status, national origin and other differences among persons;
8. equal educational opportunity for each student;
9. opportunities for stimulation of intellectual curiosity, and promotion of intellectual development to effectively use knowledge;
10. each student with experiences to develop knowledge and understanding of how our society functions;
11. encouragement for each student to develop positive habits which foster individual commitment to exercise the rights and responsibilities of citizenship and the protection of the rights of others;
12. each learner with the experiences to develop knowledge and understanding of the social, physical, and biological worlds and the balance between people and the environment and develop attitudes and behavior leading to an intelli-



gent use of the environment; and

13. opportunities for students to solve problems and practice critical analysis and problem solving skills.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **SEX EQUITY**

No student shall, based on sex, sexual orientation, or gender identity 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.

Any student may file a sex equity or sexual harassment complaint by using Board policy 2:260, *Uniform Grievance Procedure* or Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

## **HARASSMENT OF STUDENTS PROHIBITED**

### **BULLYING, INTIMIDATION, AND HARASSMENT PROHIBITED**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **SEXUAL HARASSMENT PROHIBITED**

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

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

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

## **MAKING A COMPLAINT; ENFORCEMENT**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student may be referred to a Complaint Manager, the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

### **Nondiscrimination Coordinator:**

Amy Loy
Name
212 West Wilson, Peotone, IL 60468
Address
aloy@peotoneschools.org
Email
(708) 258-0991 ext. 3106
Telephone

### **Complaint Managers:**

Wendy Bean	Mr. Brandon Owens
Name	Name
1 Blue Devil Drive., Peotone, IL 60468	212 West Wilson, Peotone, IL 60468
Address	Address
wbean@peotoneschools.org	bowens@peotoneschools.org
Email	Email
(708) 258-3246 ext. 2157	(708) 258-0991ext. 3108
Telephone	Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

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

### **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:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- 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.

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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 the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This

paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non school-related activity, function, or program.

## **BULLYING PREVENTION AND RESPONSE PLAN**

In the event that a student witnesses or is a victim of bullying, students are encouraged to immediately report the incident to the district complaint manager or a staff member with whom the student is comfortable to inform. Anyone, including staff members and parents/guardians, who has information on actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted. The procedures listed below highlight the investigation process.

- The superintendent or designee shall promptly inform the parents/guardians of every student involved in an alleged incident of bullying.
- The superintendent or designee shall promptly investigate the allegation.
- If appropriate, the superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- A reprisal or retaliation against any person who reports an act of bullying is prohibited.
- 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. Students may also be subject to disciplinary consequences ranging from detention, suspension, and possibly expulsion.

**As a reminder anyone may report a bullying/harassment incident via a building specific electronic form. The forms are found by clicking on the Parent Info tab on the main school district website and then clicking the link Bullying Information.**

## **TEEN DATING VIOLENCE PROHIBITED**

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

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. *7:20, Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. *7:180, Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy *7:20, Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.

5. Notifies students and parents/guardians of this policy.

## **UNIFORM GRIEVANCE PROCEDURE**

Students or their parents, employees or community members may file a complaint in accordance with this grievance procedure. If they believe that the School Board, its employees or agents, have violated their rights guaranteed by the state or federal constitution, state or federal statute or Board policy including:

- (a) Title II of the Americans with Disabilities Act;
- (b) Title IX of the Education Amendments of 1972 (see Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*);
- (c) Section 504 of the Rehabilitation Act of 1973;
- (d) Claims of sexual harassment under the Illinois Human Rights Act and Title VII of the Civil Rights Act of 1964.

The Complaint Manager(s) will be assigned by the Superintendent of schools.

The Complaint Manager will endeavor to respond and to resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

### **1. FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

### **2. INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint or (3) as authorized by the Complainant.

The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### **3. DECISION AND APPEAL**

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. In the event the Complainant is not satisfied with the decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

## **SCHOOL BOARD REGULATIONS**

The Board of Education has delegated authority to enforce rules and regulations to the administration who in turn may delegate this authority to others. Rule violations or penalties not specifically stated in the handbook must be determined by those in authority.

All of the regulations and procedures incorporated in this handbook have been carefully prepared to ensure the safety and well-being of the Peotone CUSD 207-U student body and facilitate the primary goal of Peotone District 207-U; the best education for each student.

## **RETENTION POLICY**

In the event it is deemed advisable for the benefit of the student, due to age, maturity or other factors, a student may in accordance with the Illinois School Code be assigned to the grade level of instruction deemed most appropriate. Each assignment shall be evaluated and determined by the merits and circumstances on an individual basis.

## **PARENTS**

The meaning of the word Parent(s) when used in this handbook shall be read to include a student's legal guardian(s), and shall be read to exclude parent(s) or guardian(s) in the instance of a student who is legally emancipated.

## **PARENT-TEACHER CONFERENCES**

Communication is an essential part of the educational program. It is very important for parents to keep in close contact with their child's teachers concerning academic and other progress.

The School Visitation Rights Act (820 ILCS 147) permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time from their employer during the school year to attend necessary educational or behavioral conferences at the school which their children attend. Forms to verify attendance at a school conference are available in the school office.

Please remember to schedule a conference in advance, so a time can be established that is convenient for all, such as before or after school, or during teacher planning periods.

## **COMMUNICATION WITH TEACHERS AND STUDENTS**

1. Students will not be interrupted by outside calls and messages except in case of an emergency.
2. If parents wish to contact a classroom teacher they should generally be prepared to leave a message requesting to contact them at his/her convenience. Most often, teachers will return calls before or after school hours. The preceding applies to email communication as well.

## **PARENT-STUDENT RIGHTS UNDER THE ILLINOIS SCHOOL STUDENT RECORDS ACT**

The school maintains two types of records about each student:

### **1. PERMANENT RECORDS**

The law requires permanent records to contain basic identifying information such as: the individual student's and parent's names and addresses; date and place of birth; gender; the academic transcript including grades, graduation date, grade level achieved, and scores on college entrance examinations; attendance records, health records, scores received on all State assessment tests administered at the high school level, and a record of release of permanent record information.

State law also permits but does not require that the permanent records contain: honors and awards received, information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record. Permanent records are maintained for a period of 60 years after graduation from high school or withdrawal from the District.

### **2. TEMPORARY RECORDS**

Temporary records consist of all information not required to be in the permanent record and may include: family background information; individual or group intelligence test scores; aptitude test scores; reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extracurricular activities including any offices held in school sponsored clubs or organizations; honors and awards received; teacher anecdotal records; disciplinary information; special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based; all records and tape recordings relating to special education placement hearings and appeals; verified reports or information from non-educational persons, agencies, or organizations; other verified information of clear relevance to the education of the students; and a record of release of temporary record information. Temporary records are maintained for a period of 5 years after graduation from high school or withdrawal from the District.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records, which include:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request

for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask Peotone CUSD 207U to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-4605

## HOMELESS CHILDREN

### McKinney-Vento Children– Who are they?

McKinney-Vento eligible children are those who lack a fixed, regular and adequate nighttime abode. In general, children or youth living in motels, transitional housing, shelters, the street, cars, abandoned buildings, and other inadequate accommodations may be considered eligible for McKinney-Vento services. This includes, but is not limited to, the following groups:

<b>Doubled-up Children</b>	living with another family due to lack of a permanent residence
<b>Children in Shelters</b>	including transitional living programs
<b>Children Living in Motels</b>	due to lack of alternative adequate living situation
<b>Migratory Children</b>	if accommodations are not fit for habitation
<b>Runaways*</b>	children who have left home and live in a shelter or inadequate accommodations, even if parents are willing to provide a home
<b>Lockouts*</b>	children whose parents or guardians will not permit them to live at home

- *These two categories are Unaccompanied Homeless Youth (UHY), child not in the physical custody of their parent or court-ordered guardian and lack a fixed, regular and adequate abode.*

### McKinney-Vento Children– What are their rights?

The Education for Homeless Children and Youth program, as part of the McKinney-Vento Homeless Assistance Act ensures eligible children have the right to:	
<b>Choice of School</b>	McKinney-Vento Eligible children may attend their school of origin (school last attended or school attended when child lost permanent housing) or attend the school that serves their temporary living situation. Their Caregiver makes the choice.
<b>Immediate Enrollment</b>	even if medical or other records, birth certificates, transcripts, cannot be produced at time of enrollment
<b>Transportation</b>	if requested, transportation must be provided
<b>Preschool</b>	priority consideration to preschool programs for eligible youngsters
<b>Free Lunch &amp; Fee Waivers</b>	categorically eligible for free lunch
<b>Access to remote learning</b>	including meals, devices and WIFI access
<b>Supplemental tutoring</b>	if needed

If you think you might qualify for McKinney-Vento services please contact your school, McKinney-Vento Liaison at \_\_\_\_\_, or \_\_\_\_\_@\_\_\_\_\_.

For more information you can access the contact information for your local Regional McKinney-Vento liaison at <https://www.isbe.net/Documents/Subgrant-Liaison-Contact-List.pdf>



## **DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, the Peotone Parent Teacher Organization (PTO) or companies that publish yearbooks, unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15th of each school year. The District has designated as directory information that may be released to the general public, unless the parents request that any or all such information not be released: student's name and address; telephone listing; grade level; birth date and place; parents' names and addresses; parent email addresses and cell phone numbers; information on participation in school-sponsored activities and athletics; achievements; and period of attendance in the school. A parent or student who wishes to have this information or any reproduction of the student's photograph, image, voice, film, or other recorded image excluded from publication of any sort, may do so by notifying the principal in writing. Failure to submit such request in writing shall release the District, its Board members, employees, agents, representatives, or their assignee, or designees from any claim or liability for invasion of privacy, libel, slander, or other course of action with respect to publication, distribution, or use of such information, photograph, image, voice, film, other recorded image, or any reproduction or prints thereof.

## **SEARCH OF SCHOOL PROPERTY**

School lockers and desks are school property which the school provides students to use on a temporary basis. No student should have an expectation of privacy with respect to the contents of a student locker or desk. School authorities may search and/or conduct general administrative inspections of all student lockers and desks at any time to protect the health, safety and welfare of students, School District employees or other persons. Searches and/or inspections of public places in the school building, on school grounds or of school equipment including but not limited to lockers, desks and vehicles owned by the School District may be conducted without notice to, or consent of the student or his/her parent(s) and shall be conducted without a search warrant.

## **SEIZURE OF PROPERTY**

If a search conducted in accordance with this rule produces evidence that the student has violated a School District policy, rule or regulation, such evidence may be seized and impounded by school authorities, and disciplinary action against the student may be initiated. When appropriate, such evidence may be transferred to law enforcement authorities. In each case where evidence is seized, the school official seizing the evidence shall:

1. Prepare a written report which shall include names, date, time, place and the specific facts concerning the seizure;
2. Contemporaneously with the seizure, secure the property being seized in a sealed container. The school official shall initial the seal; and
3. Secure the sealed container in a safe, locked place provided, however, if securing the container in a safe place requires delivery of the container to any person other than the school official who seized the property (including another school official), a receipt shall be obtained for each such transfer. The receipt shall include the name of the transferor, the name of the transferee, and the date, time and place of the transfer.

## **SEARCH OF A STUDENT'S PERSON**

District 207-U teacher(s) and/or administrator(s) shall be authorized to conduct a search of a student and/or the student's

personal effects (for example, purse, wallet, knapsack, book bag, and/or lunch box) without a search warrant when school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a School District policy, rule or regulation. Law enforcement officials shall not participate in searches anticipated by this policy. Law enforcement officials may conduct searches on school premises to the extent authorized by law or in other cases with the consent of school officials.

The intrusiveness of the search shall be reasonably related to the seriousness of the offense which is believed to have been committed.

Strip searches and body cavity searches shall not be conducted by school authorities under any circumstances. If the potential offense is of a very serious nature, law enforcement officials will be consulted to determine whether such intrusive searches are to be conducted by them.

Following the search of a student, a written report shall be made by each school authority who conducted or witnessed the search. The written report shall include names, date, time, place and the specific facts concerning the search. The report shall be submitted to the building principal (when appropriate) and a copy shall be sent to the superintendent of schools. If school authorities were unable to notify the parent(s) prior to the search, the parent(s) shall be notified after the search.

## **SEARCH OF VEHICLES**

If school personnel have reason to believe that contraband or evidence of violation of school district policy, rules, or regulations is contained in a vehicle, the following procedures may be initiated:

1. The building principal or superintendent of schools shall be notified by the person having knowledge of the facts about the vehicle and its contents. Notification to the building principal and/or superintendent of schools may be oral, but shall include: the vehicle's make and model, color, license plate number, location, owner's name (if known), and a summary of the reasons for the suspicion. Whenever possible, the vehicle shall be kept under observation; and
2. If the building principal or superintendent determines a search of the vehicle is appropriate, proper law enforcement authorities shall be contacted and informed of the relevant facts and circumstances. Such law enforcement authorities shall be directed to the vehicle. Any search of the vehicle shall be conducted according to the established procedures of the law enforcement authority conducting the search. The involvement of law enforcement authorities in any search shall not preclude the School District from taking appropriate school disciplinary action, if the search produces evidence of violation of a school district policy, rule or regulation, or if related facts or evidence establish a violation.

## **TRANSMITTAL OF INAPPROPRIATE MATERIAL**

Students shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that can be construed as harassment or disparagement of others 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. Sending, sharing, viewing or possessing pictures, text messages, emails or other materials of sexual message in electronic or any other form, including the contents of a cell phone or other electronic device may lead to discipline up to expulsion. Such actions may be reported to local law enforcement and child protection services.

## **COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT**

***Please read this document carefully. By authorizing use of the Internet or accessing the Internet within the Peotone 207U schools you are agreeing to comply with this acceptable use policy.***

Our goal in providing Internet access to teachers and students is to promote educational excellence in district schools by facilitating resource sharing.

The Internet is an electronic highway connecting thousands of computers worldwide and millions of individual users. Students and staff have access to:

1. Limited electronic mail communication with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and share ware of all types.
4. Selected discussion groups on a wide range of topics

5. Many public and private Libraries, the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Peotone District 207U) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the Learning Outcomes of the District.

Life is a series of choices and consequences. Peotone District 207U has chosen to make Internet resources available to students, and the consequence is that they will have access to far more information than if they had to rely on their school's Library. If a student chooses to use these resources for finding information that will be of assistance in learning, the consequence will be continued access to the Internet. If a Peotone District 207U student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequence will include suspension or termination of access privileges, and may include additional discipline up to and including suspension or expulsion from school.

## **COMPUTER AND INTERNET TERMS AND CONDITIONS**

1. **Acceptable Use** - The original purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers, network and Internet access must support education and research that is consistent with the Learning Outcomes and educational mission of Peotone District 207U. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff of Peotone District 207U, including yourself.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f. All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted).
  - g. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, expressions of bigotry or hate.
  - h. Student subscriptions to electronic mailing lists are not allowed on Peotone District 207-U accounts.
  - i. From time to time, Peotone District 207U system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
3. **Accuracy of Information** - Use of any information obtained via the Internet is at your own risk. Peotone District 207U specifically denies any responsibility for the accuracy or quality of information obtained through District accounts. Information (including text, graphics, video, etc.) from Internet sources used in student papers and reports should be cited the same as references to printed materials.
4. **Security** - Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher or principal. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. All users are required to keep their login information confidential and must never login or attempt to login with another user's credentials. Downloading of information onto the hard drives of Peotone District 207U computers is prohibited; all downloads must be to an approved storage medium. Any user identified as a security risk or having a history of problems with other

computer systems may be denied access to District computers.

5. **Vandalism** - Vandalism will result in cancellation of privileges as well as other sanctions cited in the student handbook. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
6. **Inappropriate Use** - Peotone District teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the Peotone District 207U Board of Education. The staff of Peotone District 207U may request the suspension or termination of computer use, as well as disciplinary measures, for any user who violates these acceptable use practices.

## **HAZARDOUS AND INFECTIOUS MATERIALS**

By board policy, Peotone 207-U will take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including: pesticides, and infectious materials. If pesticides are necessary, they will be used only when District personnel, students, and visitors are not on school premises.

# **HEALTH INFORMATION**

## **HEALTH AND RELATED INFORMATION**

Peotone School District 207-U employs three registered nurses to provide health services to all five buildings in the district. The nurses maintain a regular schedule at each building.

Health services include providing health assessments and screenings, health instruction, counseling, referral for students, parents, and staff; developing procedures, supervising care of the injured and sick; promoting and assisting in the control of communicable diseases; coordinating the vision and hearing screening program and assisting in the formation of health curriculum, policies, and goals for the school district. In the absence of the school nurse, the school secretaries manage first aid and medications.

## **HEALTH EXAM REQUIREMENTS**

### **(as required by the Illinois School Code)**

#### PHYSICAL EXAMINATION, IMMUNIZATION, DENTAL AND VISION REQUIREMENTS 2022-2023

All students must be compliant with the State of Illinois **Physical Examination and Immunization** requirements **prior to the first day of attendance**. Student's that do not meet these requirements **will not be allowed to attend school until these requirements have been met**.

**Early Childhood:** Complete Physical Examination dated 08/01/2021 or later upon entry into early childhood. Second year early childhood students do not require an additional exam. The state **requires** the parent complete and signs the health history portion of the examination form.

**Kindergarten, 6th & 9th grade or students new to an Illinois School:** Physical examination dated 08/01/2021 or later. A Mantoux test for tuberculosis is recommended. The state **requires** the parent complete and signs the health history portion of the examination form.

**Sports Physicals:** If your child will be trying out for any sport, they must have a sports physical on file prior to the season's first practice. Incoming 6th & 9th grade may use a school physical in lieu of a sports physical, however a sports physical **CAN NOT** be accepted as proof of a physical examination for mandated physicals. Sports physicals are valid for 395 calendar days from the date the physical was issued.

**Dental Requirements:** A dental examination is required of all students in **kindergarten, 2nd, 6th, and 9th grades**. The examination by a licensed dentist must be completed by May 15 of the school year that the child is in kindergarten, 2nd, 6th, and 9th grade.

**Vision Requirements:** All children enrolling in a kindergarten program or enrolling for the first time in an Illinois public school shall submit proof of an eye examination. Each child shall present proof of having been examined by a physician licensed to practice medicine in all of its branches or a licensed optometrist on or before October 15th of the school year.

All new students entering the district must show proof of physical exam and immunizations meeting the Illinois requirements within 30 days of entering school. Students transferring from another state or country must present a physical exam dated no more than one year prior to entry into school and it must cover all "required" elements as listed on the Certificate of Child Health Examination Form.

Important State of Illinois Health Requirements for the 2022-2023 School Year

Physical examination and immunization requirements MUST be on file prior to the first day of attendance.

Requirements by Grade Level:

**Preschool Students:**

- Physical Exam (Parents please complete the Health History portion, sign, and date)
- Complete updated Immunization Record signed and stamped by a doctor

**Kindergarten Students (K)**

- Physical Exam (Parents please complete the Health History portion, sign, and date)
- Complete Updated Immunization Record signed or stamped by a doctor
- Dental Exam on Illinois Form dated between November 2021 - May 15, 2023
- Eye Exam on Illinois Form completed by October 15 of the current school year

**Second Grade Students (2nd)**

- Dental Exam on Illinois Form dated between November 2021 - May 15, 2023

**Sixth Grade Students (6th)**

- Physical Exam (Sports Physical not acceptable) (Parents please complete the Health History portion, sign and date)
- Complete Updated Immunization Record signed and stamped by a doctor
- Dental Exam on Illinois Form dated between November 2021 - May 15, 2023

**Ninth Grade Students (9th)**

- Physical Exam (Sports Physical not acceptable) (Parents please complete the Health History portion, sign and date)
- Complete updated Immunization Record signed and stamped by a doctor
- Dental Exam on Illinois Form dated between November 2021 - May 15, 2023

**Twelfth Grade Students (12th)**

- Complete Immunization Record signed and stamped by a doctor, **showing** two doses of the Meningococcal vaccine with the 1<sup>st</sup> dose being on or after the 11<sup>th</sup> birthday & second dose on or after the 16<sup>th</sup> birthday **UNLESS** the first dose was administered after the age of 16 years then one dose is required.

**Religious/Medical Exemptions:** If your child does not receive immunizations for religious reasons, a parent and health care provider must complete the "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations" form prior to the first day of school. This form may not be used for personal or philosophical reasons. Illinois does not allow for such exemptions.

This form can be found at: <http://www.isbe.net/research/pdfs/immun-exam-gdlns-religious-exempt.pdf>

**Sports Physicals:** If your child will be trying out for any sport (including intramural), they must have a sports physical on file prior to the season's first practice. Incoming 6th & 9th grade may use a school physical in lieu of a sports physical, however a sports physical **CAN NOT** be accepted as proof of a physical examination for mandated physicals. Sports physicals are valid for 395 calendar days from the date the physical was issued.

<p><b>New Students</b></p> <p>•New students enrolling in an Illinois school for the first time will be</p>	<p><b>Medical Authorization Form</b></p> <p>If your child needs to take medication during school, a new medication authorization form is needed each school year. No medications will be given to students without proper authorization from a health care provider, this includes over-the-counter medications. If your child uses an inhaler for Asthma or an Epi-Pen for allergies contact the school health staff.</p>
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required to obtain a physical examination, vision exam, and provide up-to-date immunization record regardless of grade.	
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\*\*\*Influenza Addition

## ACCIDENTS

Should an accident occur at school/on a bus, the standard procedure is:

1. First aid is given.
2. The parent or guardian is notified if the accident warrants their attention. In some instances, notes are sent home with the student.
3. An accident report is completed.

Parents should ensure that the school has all necessary phone numbers. If both mother and father are employed, the telephone number of the place of business, or relative, will suffice. If the family or guardian cannot be notified or if the medical situation warrants it, emergency medical services will be contacted.

## BASIC HEALTH PROCEDURES

The School Nurses of Peotone School District follow the recommended practices and procedures of the Illinois Department of Public Health which are set forth by the Illinois State Board of Education and the Illinois Nurse Practice Act.

**Staying Home** - A child should stay home for 24 hours after any of the following have occurred:

1. Fever of 100 degrees or above
2. Vomiting or diarrhea
3. Being placed on an antibiotic by the doctor.

The twenty-four-hour time period allows for an antibiotic to take effect or for a sick child to fully recover. Returning to school too early benefits no one and keeps the cycle of illness going.

**Reporting Infectious Diseases** - The ability to control the spread of infectious diseases in school requires the assistance of our community members. If your child is diagnosed with an infectious disease, please report this information to the school nurse. Please notify your child's school nurse if he/she is diagnosed with the following illnesses by your healthcare provider, as a doctor's note may be needed for your child to return to school:

- |                               |                    |
|-------------------------------|--------------------|
| 1. Strep throat/scarlet fever | 9. Pertussis       |
| 2. Pink eye/conjunctivitis    | 10. Head lice      |
| 3. Fifth's Disease            | 11. Measles        |
| 4. Rotavirus                  | 12. Mumps          |
| 5. Chicken pox/shingles       | 13. Rubella        |
| 6. Meningitis                 | 14. MRSA           |
| 7. Mono                       | 15. Ringworm       |
| 8. Scabies                    | 16. Polio Myelitis |
|                               | 17. COVID-19       |

**Fever** - If your child has a temperature of 100.0 F or higher, he/she may return to school when they are fever free for 24 hours without the use of a fever reducing medication, such as Tylenol or Motrin.

**Re-Admittance After Illness** - The school will require a doctor's note for a child to return to school if the student has missed three or more consecutive days of attendance.

**Emergency Contacts** - It is essential that these phone numbers be kept current and that only people who are readily available be listed.

**Asthma** - Inhalers should be kept at school for any student who is at risk for a breathing problem to develop. Even if you feel that your child's symptoms are mild and only occasional, there is still potential for serious symptoms to develop quickly. Students may carry an inhaler if the prescription label for the inhaler and a signed parental permission form is on file in the health office. The prescription label must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered.

**Allergies** - If your child has allergies, please notify your child's school nurse.

**Food Allergies** - Students with severe food allergies that require the availability of epinephrine at school are required to submit a "Food Allergy & Anaphylaxis Emergency Care Plan" form that is completed and signed by the parent and physician.

**Use of Epinephrine in School** - Epinephrine may be kept in the health office or the student may self-carry the epinephrine. If a parent or health care provider feels that the student should self-carry the epinephrine, the following is required:

1. A "Food Allergy & Anaphylaxis Emergency Care Plan" completed by the parent & physician that gives written authorization from the physician on the back side of the form where it states, "other directions/information."
2. The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstance under which the medication is to be administered OR a written statement from the physician, physician's assistant, or advanced practice nurse containing the name and purpose of the epinephrine, the prescribed dosage, and the time at which or the special circumstances under which the epinephrine is to be administered.

**Access to Epinephrine in Schools** - Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors for students who have forgotten their epinephrine at home or who do not have a known allergy. A school nurse, or other person authorized by law, may administer epinephrine to any student that he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Care Plan in place. Every parent has the right to opt out of the administration of epinephrine being available to their child.

Each school in the Peotone School District 207-U currently has stock epinephrine in the health office. However, the supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. If your child has a known allergy that requires emergency medication such as epinephrine, it is the parent's responsibility to provide that medication to the school.

**Exemption From Liability** - Under Public Act 97-0361, A school district or non-public school and its employees and agents are to incur no liability for the administration of epinephrine, provided the school nurse or other authorized employee acted in good faith when administering the epinephrine to a student who he or she professionally believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred.

Therefore, if a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of this Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

**Head Lice** - Peotone School District 207-U has a no lice/nit policy. A child who is identified to have the presence of live lice or nits in their hair will be sent home for treatment. The child may return to school the following day but must be brought to school by the parent and checked by the school nurse or someone trained to check for the presence of lice/nits. The child may return to the classroom if no live lice or nits are found.

**Rashes** - Rashes will be evaluated on an individual basis. Rashes can be caused by many things including allergies, viruses, various skin conditions, bacterial illnesses, and sometimes unknown causes. If the cause of the rash is not easily determined, the school may require a doctor's note stating the diagnosis before the child can return. This is required by the health department as some serious illnesses (scarlet fever, measles, chicken pox) are accompanied by a rash and need to be reported.

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

**Excuses for PE** - If your child has an illness or injury that will keep him/her out of PE class for 3 or more days, a written doctor's note will be needed. If your child is unable to participate in PE, in grades 6 and up he/she will not be allowed to participate in recess.

**Vision and Hearing Screening** - Vision and Hearing Screening is performed as mandated by Illinois law. A vision screening is performed for preschool, kindergarten (if a vision exam is not submitted), second grade, and eighth grade students, special education students, new students to the district, and for any student upon request of parents or teachers. A hearing

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

## **HEAD INJURY PROCEDURE**

When a student receives a head injury at school the staff will make every attempt to notify the parents by phone. Most head injuries are minor, and the child returns to class after a short period of observation with an ice bag application to the site of the injury.

The student is given a "Concussion Signs & Symptoms Checklist" to show his/her teacher and then to take home to the parents. The student is told to return to the office if he/she becomes ill or has any further symptoms. Students with serious head injuries will be referred for medical care or transported by emergency service and the parent will be notified.

## **STUDENT BLOOD INCIDENTS**

The Illinois Department of Health adopted the Federal Occupational Safety and Health Administration (15) regulations on blood borne pathogens in January 1993. Students who are involved in a blood incident (exposing a student's blood to any school district employee in which a student's blood could have penetrated non-intact skin, eyes, mouth, or other mucous membranes) will be requested to have their blood tested for blood borne pathogens (human immunodeficiency virus-HIV and Hepatitis B virus-HBV) at the expense of the school district. Parents will be asked to allow their child to be tested. All laws pertaining to confidentiality will be followed. The OSHA regulations apply only to students who have blood incidents with school district employees. The OSHA regulations do not apply to students who are exposed to other student's blood. All questions pertaining to this handbook policy should be directed to the superintendent.

## **INFECTIOUS DISEASE POLICY**

The School Board recognizes that the management and control of a school environment which is free from communicable disease requires the cooperation and effort of the school staff and community. In order to promote and ensure appropriate student health standards, a District Infectious Disease Review Team will be appointed by the Board.

Upon being informed that a student has, or is reasonably suspected of having, a chronic infectious disease, the Superintendent or his designee shall convene the Infectious Disease Review Team. The team shall be guided by the policies of the School Board, rules and regulations promulgated by the Illinois Department of Public Health, and all other relevant State and Federal laws and regulations.

The team shall consult the student's parents, personal physician, and official of the local health department before taking any actions or making any recommendations.

## **MEDICATION**

Our District's Board of Education has adopted a strict medication policy and requires a Medication Authorization Form to be completed by the physician and parent for any medication to be taken in school, including prescription and over-the-counter medications.

To ensure the safety of all students, children may not bring his/her medications to school on the bus with the exception of inhalers and epinephrine (see section regarding Asthma and Allergies above). If a child brings/carries medication without proper authorization, it may result in disciplinary action. Parents/guardians should bring the medication to school, in the original container, with the student's name on it, and give it directly to the building secretary or nurse.

Regardless of whether a student has a prescription, student possession of cannabis shall not be permitted at any time on school property, at school events, or on school buses.

**Administration of Medications in School** - If a student does require administration of any type of medication at school, the doctor and parent must complete the "Medication Authorization Form". This form requests a written statement from the physician that the student's critical health and well-being require the administration of medication during school hours and whether the student is capable of self-administration. Parents must also complete the "Release and Hold Harmless for Medications" section. Please note that to protect our students' safety, no medication can be administered or self-administered in school without a completed form on file at the school.

Although most students will be self-administering medication, please be aware that a certified employee or school secretary will be supervising your child's self-administration and that we will do everything we can to ensure your child's safety. If you feel that your child is not capable of self-administration under supervision, you must contact that school nurse to make al-



ternate arrangements. Please be sure that all medication is brought to school in the original package or an appropriately labeled container. If you prefer that your child not be aware of how to open child-proof caps, you may request a regular cap from your pharmacist for at-school use.

1. Prescription medications shall display:
  - (1) Student's name
  - (2) Prescription number
  - (3) Medication name/number
  - (4) Administration route and/or other directions
  - (5) Date and refill
  - (6) Licensed prescriber's name
  - (7) Pharmacy name, address, and phone number
  - (8) Name or initials of pharmacist
2. Over the counter or non-prescription medication shall be brought to school with the manufacturer's original label, the ingredients listed, with the student's name affixed to the container and given to the office. Vitamins, herbal products, and supplements are not allowed at school.

Parents must bring all medication to the school office. Students should not bring any medication, prescription/non-prescription, to school themselves. No medications are allowed on the bus. Should any student be required to carry an inhaler, Epi-pen, or glucose on the bus to assist in a medical condition, he/she will be required to receive an additional note from the attending physician that must be on file. Medications will be stored in a safe place in the nurse's office. If a child brings/carries medication without proper authorization, it may result in disciplinary action.

The school nurse will review each medication request and approve the administration of all medications. Any questions regarding the administration of medications should be directed to the school nurse.

## **HEALTH AND DEVELOPMENT EDUCATION PROGRAM**

The district sponsors programs to help students learn about human growth and development and our District nurses enable our students to experience the following program to the 5th grade.

**Change Program** - The boys and girls are separated for presentations given by the school nurses and male staff in the buildings. The video "Always Changing, Always Growing" is shown to the students. It is a very factual and appropriate presentation of the accompanying changes a young boy or girl undergoes during maturation. The girl's video will also inform them on the process of menstruation.

Age-appropriate materials or activities may be shown or used at any grade level to comply with state health curriculum requirements including information about Acquired Immune Deficiency Disease.

## **SCHOOL HEALTH INSURANCE**

School time health insurance is available to all students through a provider selected by the Board. The school district assumes no responsibility or liability for any accidents, or for the filing of claims. Further information is available at each school office. To the extent required by law, the district maintains catastrophic insurance coverage of students participating in IHSA sanctioned events. However, this insurance is NOT a substitute for regular health insurance coverage.

## **INFLUENZA**

Influenza (flu) - Influenza is a contagious respiratory virus that can infect the nose, throat, and sometimes the lungs. Influenza is transmitted by direct contact with droplets of respiratory secretions (influenza virus persists for hours in dried mucus), or through the air and may be inhaled by anyone close by. It can cause mild to severe illness. Influenza symptoms may include fever or feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue (tiredness), and sometimes vomiting and diarrhea. Any student with flu-like symptoms or diagnosed with the flu should stay home until fever free for 24 hours and additional symptoms have improved. Influenza prevention strategies include: staying away from people who are sick, covering coughs and sneezes, frequent handwashing, and getting the [flu vaccine](#). For more information please refer to the CDC website. <https://www.cdc.gov/flu/about/index.html>

# SCHOOL FEES

## LUNCHES:

GRADES K -12	\$3.20
MILK	\$0.40

*(All prices are subject to change)*

\*Students will be allowed to have an outstanding balance of no more than 3 lunch meals (roughly \$9.00 under balance). Meal Money is collected Monday thru Thursday mornings at your school building or through PushCoin. Students must have their student identification card to purchase their meal. **Any family wishing to apply for free and reduced lunches may do so in the school office.**

## ATHLETIC ADMISSION

Junior High -	-students	\$2.00
	adults	\$3.00
High School	-students	\$3.00
	adults	\$5.00
Senior Citizens (no pass - over 65)		FREE

## SEASON ATHLETIC PASS

Individual	\$40.00
Family	\$100.00

## TEXTBOOK RENTAL

Grade K-5	\$250.00
Grade 6 -8	\$280.00
Grade 9-12	\$310.00

## ADDITIONAL COURSE FEES

Career Center (PHS)	\$200.00 / yr	Nations in the News	\$20.00 / sem
Food Courses	\$35.00 / sem	Industrial Arts	\$50.00 / sem
Accounting	\$35.00 / sem	4-5 Band	\$50.00/ yr
Drivers Ed.	\$250.00 / yr	6-8 Band	\$60.00 / yr
6-12 Chorus	\$35.00 / yr	Spanish	\$35.00 / yr
9-12 Band	\$80.00 / yr	HS Instrument Rental	\$60.00 / sem
Agriculture	\$35.00/ sem	JH Instrument Rental	\$60.00/ yr
Music & Theory	\$35.00 / sem		
HS Art	\$35.00 / sem		

## MISCELLANEOUS:

HS Parking Permit	\$100.00 per year
PE Uniform	\$20.00
PE Lock (replacement)	\$5.00
Replacement ID Cards	\$8.00

## ATHLETIC PARTICIPATION:

Athletics	\$100.00 per sport (no maximum)
Extra-Curricular(s)/ Intramurals	\$40.00 per activity

## BOOK RENTAL AND FEES

Peotone District 207-U offers a textbook rental plan. The plan includes the rental of hardbound and softbound textbooks, workbooks, magazines, reference books, and handbooks. It does not provide for paper, pencils, notebooks, or other consumable instructional materials.

In electing the rental plan, the student and his or her parent(s) agree to take appropriate care of all rental materials and to pay for damages if the rental materials are lost, marked, or show unusual wear upon return.

In the event a student transfers to or from Peotone School District during a rental period, a pro-rated adjustment, limited to a semester or quarter increment will be made in the rental fee. Fees to cover material use will be assessed in laboratory courses at the Junior High and High School level.

## **USE OF SCHOOL FACILITIES**

Use of school facilities is governed by Board Policy. Contact the school principal for details on application, availability, and charges. Any organization having the privilege of selling concessions during any activity held in the school building or on its grounds shall be responsible for assisting in cleaning up immediately after the activity has been completed.

## **VISITORS TO SCHOOL**

Peotone District 207-U cordially invites parents of students and other adult citizens to visit our schools. Appointments may be scheduled to confer with teachers by contacting the school office. All visitors shall report to the school office before contacting any teacher or student.

## **TEXTBOOKS AND LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. Students must pay replacement costs for all lost or damaged books. If a lost book is found, money paid will be refunded. Textbooks will not be loaned for summer use. A workbook may be taken home at the end of the school year if that workbook will not be used the following school year.

## **CLASSROOM PREPARATION/MATERIALS**

Each student shall arrive for each class prepared for the class by having the materials required by the classroom teacher.

## **IDENTIFICATION CARDS**

Students will receive a Peotone Junior High and Peotone High School identification card (ID) each year when they enter school. Each student must have possession of their ID card throughout the school day. Each student must present his/her ID card when: 1.) purchasing school lunch in the cafeteria; 2.) checking out library materials / books; or 3) upon the request of any District employee.

## **LOCKERS**

Each student will be assigned a school locker. Each locker has a permanently attached combination lock. Only locks provided by the School District may be used on school lockers. Additional or replacement locks may be obtained at no cost in the school office. Students shall use the lock and locker assigned to them and shall not share lockers or give access to locker combinations. Each student shall care for and maintain his or her locker in working order. Students shall report broken locks or lockers to the school office immediately. The school reserves the right to inspect and search lockers at any time. Lockers shall remain clean at all times. Objectionable material including, but not limited to: alcohol, drug, or gang materials, shall not be posted on any part of a locker. A student may be assessed a fee to cover the cost of locker cleaning or repair.

## **PHYSICAL EDUCATION INFORMATION**

Regulation clothing is required for both boys and girls for participation in physical education. Clothes are to be taken home every Friday and cleaned before Monday. Failure to dress properly will result in discipline. Each student is supplied with a combination lock for his or her physical education locker. The student is responsible for keeping the locker locked at all times. The student shall not share the combination with any other person. Locks shall be collected at the end of the school year. Only school-issued locks are permitted.

## **FIELD TRIPS**

Any student desiring to participate in a school field trip which will result in an absence from school during the school day

shall be responsible for the schoolwork missed. Teachers will be notified of the students participating in the field trip via a list one week prior to the field trip taking place. Student eligibility for a field trip may be revoked due to behavioral or academic issues.

## **STUDENT ENROLLMENT**

### **NON-RESIDENT STUDENTS**

Admission of non-resident students shall be at the sole discretion of the Board of Education. The District's Policy concerning non-resident students is as follows:

1. The student will attend school on a year-to-year basis. Approval for any one year is not authorization to attend the following year.
2. The student will attend the school designated by the School Board.
3. The student will be accepted only if there is sufficient room.
4. The student's parents(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State Law.
5. Transportation to and from school shall be the responsibility of parent(s)/guardian(s).

Tuition payments are made in the business office at the first of each month. Please make checks payable to: Peotone C.U.S.D. #207-U.

## **RE-ENROLLMENT**

Re-enrollment shall be denied to any individual above the age of 17 years old who has dropped out of school and who cannot earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult educational programs that may lead to graduation or receipt of a GED.

## **STUDENT READMITTANCE**

Any student of legal age who voluntarily withdraws from Peotone High School during a given semester shall not re-enroll for attendance until the following semester.

## **HOMEBOUND INSTRUCTION**

Students may need to be educated temporarily away from the school building due to a medical condition (physical or mental). When a student needs to be away from the school building for a minimum of two or more consecutive weeks of school or ongoing intermittent absences totaling 10 or more school days, the student may be eligible for instruction at home or in a hospital (or other setting) by a qualified teacher. Exclusion periods mandated by public health officials or lawful order or directive from any other source shall be addressed separately from these procedures.

Home/hospital services are provided to a student when a physician licensed to practice medicine in all of its branches, a licensed physician assistant (PA), or a licensed Advanced Practice Registered Nurse (APRN) determines that the student will, or is anticipated to be, absent from school for a minimum of 10 days during the school year due to a medical condition. The goal of home/hospital instruction (HHI) is to afford the student experiences equivalent to those afforded to other students at the same grade level. It is designed to enable the student to return to the classroom without having fallen behind. Thus, the substance or content of the instruction, generally academic, is to enable the student to remain on pace with the other students in his or her class.

It should be noted that a child receiving homebound services is not eligible to participate or attend extra-curricular activities as defined in the Parent/Student Handbook. Please contact your building administrator or the Special Services Dept to discuss your individual circumstances or to ask for the Medical Certification form that is required to initiate Homebound Instruction.

## **SAFETY**

Peotone District 207-U strives to maintain a safe environment for all staff and students. Safety hazards or potential problems should be reported to a staff member immediately.

## **FIRE EQUIPMENT/FALSE ALARMS**

Students shall not touch fire-fighting equipment located in the school building. Students shall not touch fire alarm boxes or switches. Any student who purposefully activates a fire alarm may be suspended from school for ten (10) days or recommended for expulsion.

## **FIRE ALARMS AND DRILLS**

The alarm for a fire is a continuous sounding of the school fire alarm. In the event of a fire alarm or fire drill, students shall follow and respond to the direction of the adults in charge. If an evacuation of the building is necessary, it shall be accomplished in a prompt and orderly fashion. If the alarm is a drill, the alarm will be shut off and bells will be sounded to signal an orderly return to class. Fire exits and procedures are posted in each classroom.

## **DISASTER ALARMS, DRILLS, AND LOCKDOWNS**

Disaster alarms and drills occur as a precaution in response to a tornado or other violent storm or emergency. The alarm for a disaster is a series of short rings on the school bell system. In response to a disaster alarm, students shall respond to the direction of the adults in charge and shall proceed promptly to the appropriate disaster station. Information about disaster stations is posted in each classroom. At the conclusion of a disaster alert or drill an all-clear signal will be sounded consisting of one ring of the school bell system. Students shall return to their classrooms or otherwise resume the normal school schedule at the all-clear signal.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

During the school year, if it is necessary to either dismiss school early, declare a remote learning day, or cancel school because of inclement weather, parents and students will be informed by the automated calling system. The district will also post to the district website, post to school Facebook pages, and inform local television and radio stations including CBS, NBC, ABC, WGN, & FOX. A list of the radio stations follows:

**RADIO:**           101.7 WIVR FM                           92.7 WVLI FM  
                  103.7 WYUR FM                       95.1 WFAV FM

**WEBSITE:** [www.peotoneschools.org](http://www.peotoneschools.org)

**PLEASE DO NOT CALL THE SCHOOL TO OBTAIN CLOSING INFORMATION, AS PHONE CALLS INTERFERE WITH OUR PHONE LINES THAT MAY BE NEEDED FOR EMERGENCY.**

\*\*Due to the incidents of school being cancelled for weather or other unforeseen incidents, the school district reserves the right to use the Martin Luther King Holiday and Presidents Day as makeup days. Students and staff would be expected to attend school.

If no closing announcement is made prior to 6:30 or 7:00 A.M., school will be in session as usual. If the weather becomes severe during the day, and school is to be dismissed early, an announcement will be made to the local radio stations. Parents will be notified via the district's automated telephone system and the district website. **It is the responsibility of the parent to ensure the school has their current contact information.**

### **LATE START PROCEDURES**

On days when it is deemed by the Superintendent of Schools that the safety of our students at risk due to poor road conditions, the Superintendent may call for a late start. The Superintendent will make this decision in consultation with the Transportation Director, Director of Buildings and Grounds, other local Superintendents, the local road commissioners, and the Peotone Police Department. When possible, the decision for a late start will be made by 6:00 a.m. or as soon as it is clear that the roads are not in appropriate condition for our buses to safely traverse. All students and staff will be notified of a late start via our School Reach automatic calling system, and the late starts will also be broadcast through all media outlets including radio and television.

On days where a late start is in place, the following schedule will be observed:

PIC will begin their day at 9:45. PHS will begin their day at 10:25. CSC, PES, and PJHS will begin their day at 10:30.

Additional Points:

1. Teachers will still report to work 30 minutes before students.
2. Students who walk or are car riders will be allowed in the building when they arrive, up to 30 minutes before the late

start time.

## **SCHOOL BUS EVACUATION**

As soon as an emergency is detected, the driver must be notified so the bus can be safely pulled from the road. The bus driver should put on the blinkers immediately.

Students should prepare to evacuate and listen to the driver for directions on how to evacuate the bus. Emergency doors are on all buses, and riders should note the location upon entering the bus.

All buses also have emergency exit windows which have directions posted on the window how to operate. These windows are designated by signs above each emergency exit window.

During an emergency, the students must be quiet, so the driver can give instructions and listen for further problems due to the emergency. These emergency procedures are practiced during two school bus evacuation drills each school year.

## **TRANSPORTATION**

Bus routes have been established and are available in the office of each school. All students outside the Village of Peotone are eligible for bus transportation, and some students within the village limits are also eligible. Bus lists and routes will be posted in the hall during registration.

## **BUS ROUTES**

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Buses will not leave their regular routes and cross over into other areas to drop off a student. If your child goes to a babysitter who lives outside of the regular bus route, then you must provide transportation to and/or from the sitter. Students are not allowed to ride a bus other than their assigned bus. Emergency exceptions can be made with the permission of the principal and director of transportation.

Students who come to school on the bus must also return home on the bus unless they have a note from the parent/guardian which is then signed by the principal. Only regularly scheduled bus students are to ride the school buses. Bus students are to go directly to the buses as soon as they are dismissed from school.

## **PARKING/MOTOR VEHICLES**

An eligible high school junior or senior student may be granted the privilege of driving to school, subject to the student's compliance with motor vehicles and other school rules. **Driving privileges may be revoked at any time by school officials for violation of motor vehicle rules or any other reason deemed appropriate by school officials.**

Additional discipline may be imposed for violations when deemed appropriate by school officials.

1. Students must register their vehicle(s) in the school office. Each vehicle the student may drive must be registered. A student will be issued a parking permit to be displayed through the front windshield.
2. Vehicles are to be parked upon arrival at school and not driven nor occupied during any part of the school day.
3. Students shall park in the designated southeast student parking lot in their respective lot assignment.
4. The speed limit on school grounds is 20 miles per hour.
5. Students shall obey all motor vehicle laws and shall drive and comport themselves in and around motor vehicles so as to protect the health and safety of themselves and others.
6. Vehicles with snowplow blades are not allowed. Vehicles shall not transport a trailer of any kind nor have any rear attachments.
7. Students may not display the confederate flag or any representation thereof on District property or at any Peotone Community Unit School District sponsored activity. This includes in/on vehicles parked on school property. Inappropriate writing, signs, flags, stickers or displays antithetical to the District's educational mission will not be tolerated in/on vehicles. Students may not hang other flags off vehicles driven or parked on District property due to the visual obstruction they create. Repeated violations or failure to comply with this provision will result in revocation of parking privileges.
8. Vehicles parked on District property are subject to search by school or law enforcement personnel.

## **STUDENT VEHICLE REGISTRATION PROCEDURE**

Parking at Peotone High School is a privilege given to students after they obtain a driver's license. It is, therefore, subject to suspension or discontinuation, if abused. All students must agree to the prescribed rules on the parking permit form. Both student and parent signatures are required regarding the parking regulations. Any violation of the above or other serious incidents may result in towing, loss of driving privileges, other disciplinary action, or all of the preceding. The cost is \$100.00 per space for the school year.

## **STUDENT TRANSFER**

If you are moving and are withdrawing your child from school, please inform the school prior to the withdrawal date. We will complete student transfer papers for you to take to the new school. Your cooperation is always greatly appreciated.

The parents/guardians of new students will be asked to sign a release of school records form at the time of registration as well as complete regular registration materials. We will also ask to see an official copy of the child's birth certificate.

## **WILL COUNTY HEALTH DEPARTMENT**

According to the Will County Health Department, all food provided at school or school-related functions must be prepackaged and sealed in order to be given to students. Building principals will have more information regarding this policy.

## **ASBESTOS MANAGEMENT PLAN**

Federal law requires that notification be made to all affected individuals. The asbestos management plans are available in each school district building. The management plans are available, without cost or restriction, for your inspection. Contact the main office for further information.

## **LOST AND FOUND**

Valuable articles found in and around the school shall be turned in to the main office where the owners may identify and claim their property.

## **SPECIAL POPULATION SERVICES**

Specific special services are available to identified Special Populations. These services are structured to promote the success of these students in their targeted vocational courses. Certain criteria must be met to be eligible for these services which could include (but are not limited to), tutorial services, financial assistance, resource materials, counseling and assessments. Special Population Students should contact their counselor for specific information concerning special services available to them while enrolled in targeted programs.

Peotone School District 207-U does not discriminate on basis of age, color, race, national origin, sex, religion or disability.

## **SPECIAL EDUCATION--SOWIC**

District 207-U is a member of SOWIC, the Southern Will County Cooperative for Special Education, whose offices are located in Shorewood. SOWIC and Peotone High School provides staff to identify and evaluate students who may need special education services.

There are various programs and services within SOWIC and surrounding areas which serve students between the ages of three and twenty-one who are eligible for and in need of such services. Speech and language services, vision and hearing services, and preschool screenings are available as well.

If you are aware of a child who is in need of special education or screening, please notify the Director of Special Services. The special education team will review parent and/or teacher concerns and determine what interventions may help the student be successful in school. Evaluation and individual testing may be needed to determine whether a student is eligible for and in need of special education. For those students who are disabled and not eligible for special education, other services may be available through the district.

# **Student Services/Academics**

# **PEOTONE HIGH SCHOOL STUDENT SERVICES DEPARTMENT**

The PHS Student Services Department has three professional School Counselors and a Registrar. Ms. Caley Michalak is the School Counselor for students whose last names fall between the letters A - K. Mr. David Church is the School Counselor for students whose last names fall between the letters L - Z. Both School Counselors are available to assist students with their academic, social and emotional needs and post-secondary planning. Mrs. Ashley Siemion is our third School Counselor who focuses mainly on social and emotional needs for all students. The Registrar, Mrs. Marlene Murray is available to assist students and parents with student records requests. The goal of the Student Services Department is to collaborate with PHS faculty, staff, and families to help students successfully transition through high school onto their post-secondary plans. Please call or email the office of Student Services with any questions or to schedule an appointment.

The school district encourages students and parents/guardians to begin post-secondary planning as soon as possible. Standardized testing and the college and career search will be implemented beginning with the student's 9th grade year. Career interests should be identified as early as the student's junior year. Students should apply to colleges and technical schools during the fall of their senior year. Students are encouraged to discuss post-secondary plans with their counselor and to meet with the college, military, and technical school representatives. The Student Services Department communicates information through the Remind App. Students and their families are highly encouraged to sign up for the Remind App. Resources to aid with post-secondary planning are available in the Student Services Office. In addition, the most current information may be found through the school's daily announcements and on the Student Services Department's website at <http://phs.peotoneschools.org>.

## **HIGH SCHOOL ACADEMIC INFORMATION AND POLICIES**

### **EXPLANATION OF TERMS**

**School Year and Semester:** The school year consists of two semesters with the first beginning in August and the second beginning in January. Each semester has one cumulative grading period.

**Minimum Semester Course Load:** All students must enroll in at least six courses and have no more than one Study Hall each semester, pending Study Hall availability. Approved and enrolled Seniors in the Work Release program may take five courses for credit.

**Credit:** A credit is a measure of school achievement. Students receive credits for successfully completing classes each semester. Students earn one-half credit for each class successfully completed during a semester. Although most classes award one-half credit each semester, some do not. Students should read the registration guide carefully to determine the amount of credit they may earn for each course for each semester.

**Graduation Requirements:** The district requires students earn 22.5 credits to graduate.

**Required Course:** This is a course a student must successfully complete to earn credit towards a high school diploma from Peotone Community Unit School District 207-U.

**Elective Course:** This is a non-required course that a student may choose to take to earn credit towards a high school diploma from Peotone Community Unit School District 207-U.

**Prerequisite:** This refers to a course or condition that a student must complete or meet before a course may be taken.

### **PHS Graduation Requirements:**

#### **Areas of Study**

#### **Required Credits**



English	<u>(Must include 2 intensive writing credits)</u>	4
Math	(Must include Algebra and Geometry and be taken 3 consecutive years)	3
Science	(Must include one each of biological and physical science and one extra of either biological or physical science and be taken 3 consecutive years-Freshman, Sophomore, and Junior)	3
U.S. History		1
American Government	(passing class includes passing IL and US constitution exams and completing the Service Learning project)	1/2
Additional Social Science		1/2
Physical Education	(see page 36 for exemptions)	3 1/2
Health		1/2
Consumer Education		1/2
Career and Technical Education, Fine Arts, or World Language		1
Electives		5

Total = 22 1/2 credits

\*SAT Exam State of Illinois **graduation requirement** for all juniors.

\*FAFSA Beginning with the class of 20-21, completion of the Free Application for Federal Student Aid (FAFSA) is a state of Illinois **graduation requirement**.

### **GRADING AND COURSE POLICIES AND PRACTICES**

Semester Assessments: All students must take semester assessments unless a school administrator issues a waiver.

Semester Grades: In determining semester grades, teachers will count the entire semester cumulatively as 90% of the semester grade. Students will take summative semester assessments which may include exams, projects, speeches, presentations, etc. that will count as 10% of the final semester grade.

Incomplete Work: Students who do not complete work by the end of the semester may receive an "I" (Incomplete) on their report card. Incomplete grades will become "F" grades if work is not made up within ten school days of the end of the semester. In the case of an extenuating circumstance, an extension may be granted by the teacher or school administrator.

**Withdraw/Fail Grade:** A student withdrawing from a class before the 4th time the class meets does not have a grade recorded on his or her transcript. A student who drops or is dropped for disciplinary reasons from a class after the deadline is issued a "WF" (withdraw fail) on his/her report card and transcript, which negatively impacts the student's grade point average. If a class is dropped due to medical reasons or other extreme circumstances, the "WF" may be waived, but these instances are considered by school administrators on a case-by-case basis.

**Repeating Courses:** When a student fails a course required for graduation, he/she must repeat the course to earn a passing grade and credit. Both the failing and passing grades will be counted to determine grade point average. If a student fails one semester but not the other of a course required for graduation, the student may repeat the semester which was passed for elective credit (i.e. passes 1st semester of Algebra but fails 2nd semester-retakes entire year, 1st semester for elective credit, 2nd semester for required credit).

**Reports Cards:** Report cards are distributed to students at the end of each semester. Midterm grades are available to the parents and students at the midpoint of each semester on PowerSchool.

**Honor Roll:** At the end of each semester, honor roll is published to recognize those students who have achieved academic excellence during the specific grading period and to encourage high standards of scholarship. Students who achieve a 3.0 grade point average are included in the regular honor roll. A 3.5 grade point average is required for inclusion on the high honor roll, and a 4.0 grade point average is required for inclusion on the superior honor roll.

**Grading System:** The Peotone High School grading system is on a 4.0 scale.

**Weighted and Non-Weighted Courses:** Peotone High School offers both. Weighted courses are those designated as Advanced Placement (AP) classes. Peotone High School weighted courses include: AP Biology, AP Calculus AB, AP Chemistry, AP English III: Language and Composition, AP English IV: Literature and Composition, AP Human Geography, AP U.S. Government & Politics, AP U.S. History, and AP World History: Modern.

**Grade Point Values – Weighted vs. Non-Weighted**

A	5	4
B	4	3
C	3	2
D	1	1
F	0	0

**Classroom Grading Scale**

A+	100	A	92-99	A-	90-91
B+	88-89	B	82-87	B-	80-81
C+	78-79	C	72-77	C-	70-71
D+	68-69	D	62-67	D-	60-61
F	59-0				

**Class Rank Calculation:** Class ranks based on Grade Point Average and Grade Points Earned are computed at the end of the student's second, third, fourth, fifth, sixth, seventh, and eighth semesters. In accordance with Illinois School Code and Law 42 Illinois Register 5899 (23 IL Administrative Code 375), school districts can no longer include class rank on student official transcripts.

**Calculating Grade Point Average, Grade Points Earned and Class Rank:** To acknowledge the efforts of those students who take full schedules and/or Advanced Placement classes, Peotone High School uses two methods to calculate class ranks. Grade Point Average (GPA) and the resulting class rank are calculated by dividing the total grade points earned by the potential credits attempted. All classroom courses except for courses with a pass/fail grade system are included in calculating grade point average.

Grade Points Earned (GPE) and the resulting class rank are calculated on total grade points earned. To provide equity in determining rank based on GPE, Peotone High School limits the number of courses included in total GPE to seven per semester. If the total number of courses taken by a student during a semester exceeds the maximum, the elective courses with the highest grades earned will be used in GPE calculations. Grade points are calculated by multiplying the potential credit for a course by the points earned for a letter grade. GPE is used to calculate Valedictorian, Salutatorian, Top Ten Seniors, and other local Academic Awards at Peotone High School. The Valedictorian and Salutatorian awards are given to the seniors who have the highest and second highest scholastic averages respectively for four years of high school. Valedictorian and Salutatorian awards are given to seniors with the highest and second highest total GPE.

**AWARDS AND HONORS**

The Valedictorian and Salutatorian awards are given to the seniors who have the highest and second highest scholastic averages respectively for four years of high school. Valedictorian and Salutatorian awards are given to seniors with the highest and second highest total grade points earned (G.P.E.).

Music and athletic awards are presented to students who participate in these activities and also meet a set of standardized requirements. Awards are also given for superior achievement in academic disciplines. These awards are given to students who have shown exceptional ability and achievement in each academic area.

## **CREDIT ADVANCEMENT AND RECOVERY POLICIES**

Credit Advancement Options through Summer School:

PHS will accept a maximum of **two** credits from summer school courses for credit advancement pending prior approval from the student's school counselor. Grades earned through an approved summer school program will appear on the student's official transcript, but the grades will not be figured into the GPA or GPE calculations. Currently, PHS does not have a summer school program. Students are referred to local schools for credit advancement. The Student Services office should receive summer school brochures in April. Students should not enroll in any summer school courses without first obtaining approval from their school counselor. Most courses in summer school will be accepted as elective credit. Due to the consecutive nature of the PHS curriculum, limitations have been placed on summer school options. The following courses will not be accepted from summer school as meeting a course requirement and therefore should not be taken outside of PHS for credit advancement:

- Band: Music Theory I and II
- English: English I, II, and III
- Math: No courses will be accepted for advancement that are in the current PHS math curriculum
- Science: Biology I, Chemistry, Physics, Anatomy and Physiology, AP Biology, and AP Chemistry
- Social Studies: U.S. History and American Government
- No limits in the Departments of Agriculture, Business and Technology, Career and Technical Education, Family and Consumer Sciences, Industrial Technology, Visual Arts, and World Language.

Credit Recovery Options through Correspondence School and Summer School:

PHS will accept a maximum of **two** credits from an approved correspondence school and **two** credits from an approved summer school program for credit recovery pending prior approval from the student's school counselor. Correspondence courses are not awarded a letter grade and the grade will not be figured into the GPA or GPE calculations. All correspondence course final exams must be taken by April 15th of the student's senior year. PHS must receive the official transcript from the correspondence school in order for the student to receive credit for the course and be eligible to participate in the graduation ceremony. Once a student's class has graduated, an additional **two** credits from correspondence school will be accepted.

Currently, PHS does not have a summer school program. Students are referred to local schools for credit recovery. The Student Services Office should receive summer school brochures in April. Students should not enroll in any credit recovery courses without first obtaining approval from their school counselor. Grades earned through an approved summer school program for credit recovery will appear on the student's official transcript and will be figured into the GPA and GPE calculations.

## **TRANSFER GRADE POLICIES CREDIT GIVEN TO TRANSFER GRADES FOR NEW STUDENTS**

All courses, regardless of their origin, will be treated equally in the calculation of grade point average (GPA) and grade points earned (GPE). Thus, courses transferred to Peotone High School from other high schools will be treated as if those courses were taken at Peotone High School. For example, a weighted Algebra course transferred from another school will be treated as unweighted in calculating GPA and GPE since it is not weighted at Peotone High School; an unweighted AP Calculus class will be treated as weighted since it is weighted at Peotone High School; Physical Education will be granted

one credit per year regardless of the credit awarded by the transferring school. Theological studies courses will not be granted credit.

Homeschooling Transfer Grade and Credit: Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to School Board policy.

## **ART COURSE POLICY**

Students are only permitted to take one art course per semester, senior students only seek teacher approval for additional courses.

## **DRIVER EDUCATION POLICIES**

The State of Illinois requires that "all students must receive a passing grade in at least eight courses in the previous two semesters prior to enrollment in the Driver Education Program." (Public Act 88-188)

Students are required to attend a minimum of thirty hours of classroom instruction which is taught during the first or third quarter. Depending on the number of days in the quarter, if a student misses from four to six days of classroom instruction the student will be dropped from the class and may retake the course the following semester if space is available.

Scheduling for Driver Education Behind-the-Wheel will be done in birth date order.

Prior to starting the course the registration fee must be paid in full.

## **PHYSICAL EDUCATION EXEMPTION POLICY**

School district staff will consider requests for exemption from physical education on a case-by-case basis. Students must complete and return an exemption form.

Students in grades 11 and 12 may be granted exemption from physical education during the semester that the following reasons apply: The student is determined to be participating in interscholastic athletics as certified by the appropriate district personnel. Interscholastic athletes must request to use an exemption within the first **three** school days of each semester and must successfully participate in the sport for at least 50% of the season. If the student does not successfully participate in the sport for at least 50% of the season they will be dropped from a course and placed into a Physical Education class. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption. The student is enrolled in a career and technical education program at the Kankakee Area Career Center.

Students in grades 9 - 12 may be granted exemption from physical education if they are enrolled in a marching band program for credit. Students must complete and return an exemption form. This portion of the policy excuses students only during the marching band season (first semester of that year).

## **Exclusions:**

Band exemptions do not apply to the 2nd quarter of the Driver Education/Physical Education course for sophomores.

Students are not permitted to use their Physical Education exemptions while serving as a P.E. Senior Leader.

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is both an honor and a responsibility. Students earning a minimum cumulative grade point average of 3.5/4.0 are identified and invited to apply to admission after their 4th and/or 6th semesters. Students meeting the grade eligibility are notified by mail and required to complete an Activity and Class Information form to continue with the application process.

After reviewing each applicant's submitted Activity and Class Information form the PHS Faculty considers each student's scholarship, developing character, service to community, and leadership qualities based off of this submitted information. (GPA is 40% of average) The Faculty Council will then review the results of the faculty vote and make the final selection of students for membership.

## **KACC STUDENT GUIDELINES**

Students attending the Kankakee Area Career Center (KACC) shall be aware of the following:

1. Students are enrolled in career center courses for the entire school year. In most cases, students will not be allowed to drop these courses.
2. The KACC bus departs promptly from PHS at 12:33pm which is the beginning of the 5th period. If a student misses the bus, he/she will sit in the office until 3:10pm, and the absence will affect his/her KACC grade.
3. Misbehavior on the KACC bus is a serious offense. See the section "Rules and Regulations Concerning Bus Riding."

PHS reserves the right to invoke its own disciplinary penalties upon students who violate school policies while attending classes or functions relating to the KACC.

Students who miss the KACC bus shall report to the office and remain in the office until the KACC bus returns. Discipline for misconduct on any bus shall be imposed with a range of discipline: warning and seat assignment, detention, suspension from the bus and/or a recommendation for expulsion.

Nothing in the above schedule shall be interpreted to prevent school officials from assigning alternate or additional discipline to that scheduled above under appropriate circumstances.

## **LETTER OF RECOMMENDATION POLICY**

In order to give the teacher/counselor adequate time to prepare a student's letter of recommendation, the teacher/counselor has **15** school days from the date the student requested the letter to write it. The teacher/counselor has the right to decline writing the student a letter of recommendation. By signing the Letter of Recommendation document the student is agreeing to this policy and waiving his/her right to access the letter of recommendation. The Letter of Recommendation document is available in the Student Services Office and online at <http://phs.peotoneschools.org>.

## **TRANSCRIPT REQUEST POLICY**

Peotone High School is now using Parchment to electronically send transcripts, for current seniors, to colleges, employers and the military. Seniors who wish to request a transcript, should go to the Peotone High School website, then to the Student Services Tab and at the bottom click on Parchment Transcript Service. Underclassmen who wish to request a transcript should contact their counselor. In accordance with Illinois School Code and Law 42 Illinois Register 5899 (23 IL Administrative Code 375), school districts can no longer include class rank on student official transcripts. In addition, a student's transcript must not contain college entrance exam scores, SAT or ACT scores, unless requested in writing by the parent/guardian.

## **SCHEDULE CHANGE POLICY (ADDING/CHANGING/DROPPING COURSES)**

A student may add, change, or drop a course request before the end of the previous school year, pending space availability at the time of the request.

A student may request to drop an elective course to take another elective course during the first **three** school days of each semester, pending space availability at the time of the request.

Students enrolled in seven courses during the semester may drop an elective during the first **three** school days of each semester, with school counselor and parent/ guardian approval, and upon submitting a completed permission form.

After the first **three** days of the school year, students in Band, Choir, and KACC make a full-year commitment to the course. In most cases, they may not add or drop these courses.

After the first **five** days of the school year, students may request a level change in English, Math, Science, Social Science, or World Language. This must be done during the first **five** weeks of school. Students must submit a completed permission form with teacher approval and parent/guardian permission.

Students/parents/guardians may **not** request a teacher change or a period change.

## **WITHDRAWAL FROM SCHOOL**

Upon withdrawal from school, the student shall return school property to an appropriate school official. The student shall secure a drop slip from the registrar. On this form, the student shall secure from each of his or her teachers a withdrawal grade and signature verifying that all goods and school materials have been returned to the school. The signed slip(s) shall be returned to the registrar before the student leaves on their last attendance day.

# **HIGH SCHOOL SPECIAL PROGRAMS**

## **COLLEGE VISITS**

Seniors may be allowed two school days for college visitations. Juniors may be allowed one school day for college visitation. The school reserves the right to deny a request. The following requirements apply:

1. Arrangements for campus visits on days when PHS is in session must be made through the Student Services Office a minimum of two days prior to the visit.
2. Visits to the local community colleges are limited to a 1/2 day.
3. The maximum number of PHS students per campus visit is three.
4. No college visits will be permitted during the month of May.
5. The "College Visitation Request Form" must be signed and returned to the PHS Main Office prior to the visit.
6. The "Campus Visit Verification Form" must be returned to the PHS Main Office following the visit.

## **EARLY GRADUATION (AFTER 7TH SEMESTER)**

The Board of Education shall award a high school diploma to each student who meets the following requirements:

1. The student has earned the required number of high school credits; and
2. The student has been in attendance at an approved high school for a minimum of seven semesters.

The Board of Education may waive the attendance requirement under appropriate circumstances and provided required procedures are followed. To apply for early graduation, the student seeking to graduate shall:

1. Complete an application available in the Student Services Office, which includes parent signature and reason for the request; and
2. Submit the application to the Student Services Office prior to the end of the student's sixth semester of attendance.

Requests that meet with the approval of the school counselor, administration, and superintendent will be presented to the Board of Education for consideration. Students whose requests are denied by the school counselor, principal, and superintendent shall have a right of appeal to the Board of Education.

Parents and students requesting early graduation should be aware of the following:

1. Seniors who attend Kankakee Area Career Center will not be permitted to graduate early.
2. Correspondence courses may not be used to fulfill early graduation requirements.
3. After the end of the first semester of the senior year, a student electing early graduation will be eligible to participate in the May/June graduation so long as the student is not on social probation but no other student activities including the winter

dance and junior-senior prom. Early graduates attending second semester athletic and other school-related events requiring an admission fee will pay adult ticket prices. There will be no mid-year graduation ceremony for early graduates.

### **LATE ARRIVAL/EARLY RELEASE/WORK RELEASE**

Seniors may arrive one period late (late arrival) or leave one period early (early release) during the school year. Students must be enrolled in six classes for credit, one class being physical education unless otherwise exempt. They must be in good academic standing and have a minimum GPA of a 2.5. Students must complete a Late Arrival/Early Release application from the Student Services Office. Parent and school administrator approval is required.

Senior students may take work release during the first two periods of the day or the last two periods of the day. Students must be enrolled in five classes for credit, one being physical education (P.E. exemption does not count for work release). They must be in good academic standing and complete a Work Release application from the Student Services Office at the start of each semester. Approval from the school administrator, school counselor, employer, and parent is required.

### **MILITARY RECRUITMENT**

Under the Every Student Succeeds Act (ESSA), Section 8025, military recruiters are entitled, upon request, to receive the name, address, and telephone listing of secondary school students served by public high schools. As a matter of Department of Defense policy, military recruiters routinely request this information only on juniors and seniors in high school. Section 8025 permits a parent (or student over the age of 18) to submit a written request to the school prohibiting the disclosure of student information, including a child's name, address, and telephone number, to any United States military recruiter. A form to assist in the written request to opt out of information disclosure to military recruiters can be found on the Peotone High School website under the Student Services Office Document page and Military page.

### **NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS (NAIA)**

All students who participate in athletics and are considering pursuing this interest in college need to make themselves aware of the NAIA Eligibility Requirements. This information can be found on the NAIA website: <https://play.mynaia.org>.

### **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)**

All students who participate in athletics and are considering pursuing this interest in college need to make themselves aware of the NCAA Initial Eligibility Requirements. This information can be found in the student-parent handbook on the NCAA Clearinghouse website: [www.ncaa.org/student-athletes/future](http://www.ncaa.org/student-athletes/future). Any student who registers with NCAA needs to request their PHS transcript be sent to NCAA at the end of their junior year.

### **SUMMER READING PROGRAM (GRADES 9-12)**

**Purpose:** The Peotone School District's Summer Reading Program is part of our continuing initiative to improve the reading skills of our students. It also provides students with an opportunity to broaden their reading experience and read for enjoyment.

**Guidelines:** All Students in grades 9-12 will be required to complete a summer reading assignment. Students will receive materials to aid in their reading and understanding of their assigned book. Summer reading assignments will be collected and graded within the first week of school. All materials will be available on the PHS webpage. To view or download these materials, go to: [www.peotoneschools.org](http://www.peotoneschools.org).

**Policy:** If a new student registers prior to the start of school, he/she is accountable for the reading assignment. If the registration occurs less than **two** weeks prior to the start of school, the student may have up to a **four**-week extension to take the assessment. New students who register after the first day of school will not be required to complete the summer reading for that school year. If students have failed a course in which summer reading tests counted and they are repeating the same course, they will need to read the book, as the books are different for each school year.

## **TESTING PROGRAM**

The high school testing program is designed to test student achievement, abilities, and interests. The test sequence may include:

9th grade: Advanced Placement exam (optional) and PSAT 8/9 (required)

10th grade: Advanced Placement exam (optional) and PSAT 10 (required)

11th grade: ACT (optional), Advanced Placement exams (optional), ASVAB (optional), PSAT/NMSQT 11 (required), and SAT (required)

12th grade: ACT (optional), Advanced Placement exams (optional), ASVAB (optional), and SAT (optional)

## **JUNIOR HIGH SCHOOL ACADEMIC INFORMATION/POLICIES**

### **CURRICULUM**

#### **REQUIRED COURSES:**

Language Arts/Reading

Mathematics

Science

Social Studies

Physical Education

Computers

Art

Health

21<sup>st</sup> Century Skills

#### **ELECTIVES:**

Band

Chorus

### **GRADING SCALE**

A+	100	A	92-99	A-	90-91
B+	88-89	B	82-87	B-	80-81
C+	78-79	C	72-77	C-	70-71
D+	68-69	D	62-67	D-	60-61
F	59-0				

### **REGISTRATION AND CHANGE OF PROGRAM**

Once a student's program has been set for the year, changes will seldom be made in a student's schedule. In the case of a request for a program change, the student shall contact the principal regarding the change. Because of the complexity of our schedule, changes are not always possible.

### **HONOR ROLL**

At the end of each marking period and semester, an Honor Roll is published to give recognition to those who have achieved academic excellence and to encourage high standards of scholarship. Students will be named to the Honor Roll based upon their grade point average in all classes on a 4.0 point scale. Students with a grade point average of 2.8 to 3.49 and no grades lower than a C will be named to the regular Honor Roll while students with a grade point average of 3.5 to 4.0 and no grade lower than a B will be named to the High Honor Roll.

### **PROMOTION / RETENTION POLICY**

Requiring a student to repeat 6th, 7th or 8th grade is a serious matter. Consequently, retention should be considered only after all other efforts have failed. Parent/Teacher Conferences, teacher assistance, and progress/grade report are some ways the junior high staff intervenes to help students be successful. Retention will be considered for those students who, despite the efforts of our staff, still make unsatisfactory progress.



## **GRADUATION CEREMONY**

Participation in the 8th Grade Graduation Ceremony is a privilege, not a right. Excessive absences affect the overall performance of the student. Students wishing to participate in the Graduation Ceremony must meet both of the following criteria:

1. During the student's 8<sup>th</sup> grade year they will receive six grades each quarter (not including Band and Chorus). Each passing grade is worth one credit. All students must satisfy the academic requirement of receiving 19 of a possible 24 credits.
2. A student may not have 10 or more disciplinary contacts during the course of her/his 8<sup>th</sup> Grade year.

## **GRADUATION SPEAKERS**

When possible the top two academic students in the eighth grade class will be selected to speak during the graduation ceremony. They will be selected on the basis of their grades during their sixth, seventh and eighth grade years. Ties will be broken by the use of percentage grades and plus/minus grades.

## **AMERICAN LEGION AWARD**

Each year the Peotone Post 392 of the American Legion awards gold medals to the outstanding 8th grade boy and girl at Peotone Junior High School. To win this award a boy and a girl must have the following qualifications.

**HONOR** - A keen sense of what is right, always tell the truth, practice clean speech, and high standards of conduct at home, in school, and at play.

**LEADERSHIP** - Ability to lead individuals or a group with right thinking and right action.

**SERVICE** - Promotion of interests and welfare of associates without hope of personal gain.

**COURAGE** - Carry out his/her own convictions of right no matter what friends may think.

**CHARACTER** - Be honest, cheerful, and have a wholesome outlook on life.

**SCHOLARSHIP** - A good scholastic average as well as industry and application to work.

## **SUMMER READING/MATH PROGRAMS (GRADES 6-8)**

**Purpose:** The Peotone School District's Summer Reading/Math Program is part of our continuing initiative to improve the reading and math skills of our students. It also provides students with an opportunity to broaden their reading experience and read for enjoyment.

**Reading Guidelines:** All Students in grades 6-8 will read one book, which has been carefully chosen by the grade level teachers in the English Department. Students will receive study guides to aid in their reading and understanding of their assigned book and will be assessed on the novel during the first few days of the school year. In addition, all study guides will be graded. This will give students access to all necessary information. To download a study guide go to: [www.peotoneschools.org](http://www.peotoneschools.org)

**Math Guidelines:** All Students in grades 6-8 will receive a math packet that has been created by the teachers in the Math Department. Students will be assessed on the math packet during the first few days of the school year. In addition, all math packets will be graded. This will give students access to all necessary information. To download a math packet, go to: [www.peotoneschools.org](http://www.peotoneschools.org)

**Policy:** If a new student registers at least two weeks prior to the start of school, he/she is accountable for the reading assignment/math packet. If the registration occurs less than two weeks prior to the start of school, the student may have up to a two-week extension to take the assessment. New students who register after the first day of school will not be required to complete the summer reading/math packet for that school year.



## **ATTENDANCE/TARDIES**

The following are reasons for regular attendance at school:

1. It is essential to succeed in school.
2. Employers and college admissions officers are favorably impressed with a student who has a good school attendance record.
3. Regular attendance is required by the State of Illinois Compulsory Attendance Law.
4. Intervention services may be made available for students who exhibit chronic or habitual truancy.

### **ATTENDANCE POLICIES**

A student shall have daily routine attendance in order to maintain passing grades. To prevent abuse of attendance regulations, the Board of Education has adopted the following policies in the Peotone School District:

- Students are allowed up to 10 absences excused by parent/guardian per semester.
- After 7 total absences within a semester, administration may meet with the student and official notification will be mailed to the parent.
- At 10 total absences within a semester, the student may be placed on social probation for the remainder of the semester and a parent meeting will be held.
- **Absences excused with a physician's note or medical documentation will not count in this total.**

### **REPORTING AN ABSENCE**

- A. ***On days when a valid absence is necessary, parents shall telephone the school prior to 9:00 a.m. to report the absence.*** When calling, please provide the following information: name of student, date of absence, reason for absence, anticipated date of return, request for homework if desired, and name of the person making the report of the absence. School personnel will contact a parent at home or work if no notification is made regarding the student's absence from school.
- B. If a student needs to leave during the school day, the parent must inform the office before the student is permitted to sign out.

## **EXCUSED ABSENCES**

1. Student illness with parent/guardian contact
2. Student medical appointments with physician documentation
3. Death in the immediate family (parents, siblings, grandparents)
4. Family emergencies
5. Observance of a religious holiday
6. Court appearances with documentation
7. College visit days – Seniors may be allowed two school days for college visitations. Juniors may be allowed one school day for college visitation. The school reserves the right to deny a request.
8. An out-of-school suspension will be treated as an excused absence for purposes of making up work
9. Mental health days (up to 5 per school year) with parent/guardian contact
10. Any other situation, including pre-arranged absence requests, must be approved by the administration

**\*\*Any other absences will be considered UNEXCUSED**

## **CHECKING IN/OUT**

Students who arrive late for school or who desire to leave school early, other than those with regular late arrival/early dismissal schedules, shall sign in/out with school office personnel. Students who fail to follow proper procedures will be subject to discipline.

## **DESIGNATION OF ABSENCE VS. TARDY**

\*When a student arrives late to school they must report to the Main Office and sign in. If a student arrives more than 30 minutes late to their first class of the day, it will be counted as an absence that needs to be excused by a parent. If a student is less than 30 minutes late to their first period class, it will be counted as a tardy. It will be left to the discretion of administration if the student can participate in an extra-curricular event on the day of a late arrival.

## **ABSENCE NOTES**

- a. We encourage you to try to schedule dental and medical appointments around school hours so that the child loses minimal instruction.
- b. Each student shall be required to attend school regularly and to be on time for class in order to fully benefit from the instructional program. The Illinois compulsory attendance law requires that each student remain in school until the end of the school term following the *student's seventeenth birthday*. The parent(s) of a student will be notified when the student has an unusual number or pattern of absences, is truant, or attempts to drop out of school. Students may be disciplined or otherwise penalized for attendance-related offenses.  
When appropriate, school officials may report a student's attendance violation to the Regional Superintendent of Schools, the Will County Truant Officer, or other appropriate persons or agencies. After five or more medical absences in a given semester, students may be required to provide a written physician's excuse to regain admittance to school.

## **SCHOOL BOARD POLICIES ON ABSENCES / MAKEUP WORK**

The Board of Education, administration, and teachers of District 207-U strongly discourage parents from taking children out of school for any purpose other than illness or family emergencies. The time missed from class can never be entirely compensated. For example, class discussions and experiments cannot be experienced after students return to school.

If school is missed due to a family vacation, students and parents should contact each teacher in advance regarding make-up work procedures. Teachers will notify students when assignments are due. The student shall be responsible for obtaining assignments. In the event a test is scheduled during a proposed absence, the teacher may require the student to take the test before the absence. In other circumstances, the student may be required to take the test upon returning to school.

Arrangements may be made to send work home for students who are ill. Inquiry should be made through the school office. For every day missed, the child has one day to make-up assignments. The classroom teacher will have the final determination with the final due date.

If it is determined by administration that a student has skipped school/class without parent permission, make-up privileges

will not be allowed. Any work collected on the day that was skipped will be subject to a late penalty. Any work handed out on the day that was skipped will be a zero. Any quizzes or tests taken on the day that was skipped will be a zero.

## **TARDINESS**

Promptness to class is very important. Students reporting late to school must check in with the office before going to class. Students arriving late because of late bus arrivals are not counted tardy. Each teacher will define the parameters for a tardy in their classroom.

### HIGH SCHOOL:

Any student who misses more than half a class period by reason of tardiness will be considered absent, not tardy. The following steps will be implemented when a student is tardy to a class. Each teacher will define the parameters for a tardy in their classroom.

### **CONSEQUENCES FOR TARDINESS EACH SEMESTER**

**1<sup>ST</sup> – 3<sup>RD</sup> TARDY = VERBAL WARNING BY THE TEACHER AND DOCUMENTATION**

**4<sup>TH</sup> TARDY = VERBAL WARNING BY THE TEACHER, DOCUMENTATION, AND PARENT NOTIFICATION**

**5<sup>TH</sup> TARDY = DETENTION**

**SUBSEQUENT TARDIES = PROGRESSIVE DISCIPLINE ASSIGNED BY ADMINISTRATION**

\*\*This tardy policy will reset each semester.

### JUNIOR HIGH SCHOOL:

All students are expected to be at school and in their first period class prior to the 8:30 a.m. bell. Students who arrive late to school are required to sign in at the main office before entering their first period class. Students are required to bring a note from a parent/guardian or the parent/guardian must notify the office by phone as to the reason for such tardiness.

### **CONSEQUENCES FOR TARDINESS PER ACADEMIC QUARTER**

**1<sup>ST</sup> & 2<sup>ND</sup> TARDY = VERBAL WARNING BY TEACHER**

**3<sup>RD</sup> TARDY = WRITTEN WARNING; PARENT NOTIFICATION**

**4<sup>TH</sup> & 5<sup>TH</sup> TARDY = 30-MINUTE DETENTION**

**SUBSEQUENT TARDIES = 1-HOUR DETENTION**

\*\*This tardy policy will reset each quarter.

# **STUDENT DISCIPLINE**

The purpose of school rules is to provide a safe environment in which students can learn to act maturely and responsibly in a variety of situations. The supervision of student conduct will include the time in which the student is normally in attendance at school, while the student is on school property, while the student is going to or from school and while the student is at an extracurricular activity or at another host school. Other conduct may result in student discipline if there is a sufficient nexus between the conduct and disruption or reasonably forecast disruption to the District, its schools, staff, or other students. Behavior that would be a violation of this handbook may result in discipline.

### **CONSEQUENCES FOR STUDENT MISCONDUCT & CLASSROOM DISRUPTION**

Students receiving referrals for general misconduct or removal from class due to disruptive behavior will generally go through the following disciplinary protocol, but the District will address each situation on its merits:

1<sup>st</sup> offense = 1 detention

2<sup>nd</sup> offense = 2 detentions

3<sup>rd</sup> offense = progressive discipline as well as possible social probation and parent meeting

### **DETENTIONS**

## HIGH SCHOOL:

Students may be assigned a detention by administrators or teachers. Detentions shall be served from 7:30 a.m. to 8:15 a.m. or from 3:15 p.m. to 4:00 p.m. Transportation to/from school is the sole responsibility of the student/parent. Failure to serve a detention will result in a minimum of one additional detention. Students may attend after school activities only after their detention is served.

## JUNIOR HIGH SCHOOL:

The signed detention form must be returned to the office by the date given on the detention. Forgery of the parent's or guardian's signature will result in additional consequence(s). Students may be assigned a detention by administrators or teachers. Detentions shall be served from 7:30 a.m. to 8:00 a.m. or from 3:30 p.m. to 4:00 p.m. Transportation to/from school is the sole responsibility of the student/parent. Failure to serve a detention will result in a minimum of one additional detention. Students may attend after school activities only after their detention is served.

## SOCIAL PROBATION

In some cases, as a means of further discipline, participation in or attendance at activities (dances, athletics, band concerts, musicals, plays, clubs, organizations, field trips, etc.) will be forfeited for a period of time to be determined by the administration. Any In-School or Out-of-School Suspension may carry with it a period of social probation.

## IN-SCHOOL SUSPENSION

If students are assigned an in-school suspension, they will be removed from regular classes for the day and complete classwork during the day in another location. They will be given time for lunch and may bring their own or purchase a school lunch.

## OUT OF SCHOOL SUSPENSION

See below for out of school suspension. Students will be allowed to make up all missed work during an out of school suspension. Upon return from suspension, a reintegration meeting will be held with administration.

# **STUDENT SUSPENSION AND EXPULSION**

**\*If a student receives an out-of-school suspension, day one of the suspension will begin the following school day unless otherwise designated by the suspension notice.**

## **§ 105 ILCS 5/10-22.6. Suspension or expulsion of pupils; school searches**

### **Statute text**

- (a) To expel pupils guilty of gross disobedience or misconduct, including gross disobedience or misconduct perpetuated by electronic means, pursuant to subsection (b-20) of this Section, and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the board he shall report to the board a written summary of the evidence heard at the meeting and the board may take such action thereon as it finds appropriate. If the board acts to expel a pupil, the written expulsion decision shall detail the specific reasons why removing the pupil from the learning environment is in the best interest of the school. The expulsion decision shall also include a rationale as to the specific duration of the expulsion. An expelled pupil may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of this Code. A pupil must not be denied transfer because of the expulsion, except in cases in which such transfer is deemed to cause a threat to the safety of students or staff in the alternative program.
- (b) To suspend or by policy to authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend pupils guilty of gross disobedience or misconduct, or to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus, pursuant to subsections (b-15) and (b-20) of this Section, and no action shall lie against them for such suspension. The board may by policy authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend pupils guilty of such acts for a period not to exceed 10 school days. If a pupil is suspended due to gross disobedience or misconduct on a school bus, the board may suspend the pupil in excess of 10 school days for safety reasons.

Any suspension shall be reported immediately to the parents or guardian of a pupil along with a full statement of the reasons for such suspension and a notice of their right to a review. The school board must be given a summary of the notice, including the reason for the suspension and the suspension length. Upon request of the parents or guardian the

school board or a hearing officer appointed by it shall review such action of the superintendent or principal, assistant principal, or dean of students. At such review the parents or guardian of the pupil may appear and discuss the suspension with the board or its hearing officer. If a hearing officer is appointed by the board he shall report to the board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate. If a student is suspended pursuant to this subsection (b), the board shall, in the written suspension decision, detail the specific act of gross disobedience or misconduct resulting in the decision to suspend. The suspension decision shall also include a rationale as to the specific duration of the suspension. A pupil who is suspended in excess of 20 school days may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of this Code. A pupil must not be denied transfer because of the suspension, except in cases in which such transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

(b-5) Among the many possible disciplinary interventions and consequences available to school officials, school exclusions, such as out-of-school suspensions and expulsions, are the most serious. School officials shall limit the number and duration of expulsions and suspensions to the greatest extent practicable, and it is recommended that they use them only for legitimate educational purposes. To ensure that students are not excluded from school unnecessarily, it is recommended that school officials consider forms of non-exclusionary discipline prior to using out-of-school suspensions or expulsions.

(b-10) Unless otherwise required by federal law or this Code, school boards may not institute zero-tolerance policies by which school administrators are required to suspend or expel students for particular behaviors.

(b-15) Out-of-school suspensions of 3 days or less may be used only if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities. For purposes of this subsection (b-15), "threat to school safety or a disruption to other students' learning opportunities" shall be determined on a case-by-case basis by the school board or its designee. School officials shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent practicable.

(b-20) Unless otherwise required by this Code, out-of-school suspensions of longer than 3 days, expulsions, and disciplinary removals to alternative schools may be used only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school. For purposes of this subsection (b-20), "threat to the safety of other students, staff, or members of the school community" and "substantially disrupt, impede, or interfere with the operation of the school" shall be determined on a case-by-case basis by school officials. For purposes of this subsection (b-20), the determination of whether "appropriate and available behavioral and disciplinary interventions have been exhausted" shall be made by school officials. School officials shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent practicable. Within the suspension decision described in subsection (b) of this Section or the expulsion decision described in subsection (a) of this Section, it shall be documented whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

(b-25) Students who are suspended out-of-school for longer than 4 school days shall be provided appropriate and available support services during the period of their suspension. For purposes of this subsection (b-25), "appropriate and available support services" shall be determined by school authorities. Within the suspension decision described in subsection (b) of this Section, it shall be documented whether such services are to be provided or whether it was determined that there are no such appropriate and available services.

A school district may refer students who are expelled to appropriate and available support services.

A school district shall create a policy to facilitate the re-engagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting.

(b-30) A school district shall create a policy by which suspended pupils, including those pupils suspended from the school bus who do not have alternate transportation to school, shall have the opportunity to make up work for equivalent academic credit. It shall be the responsibility of a pupil's parent or guardian to notify school officials that a pupil suspended from the school bus does not have alternate transportation to school.

(c) The Department of Human Services shall be invited to send a representative to consult with the board at such meeting whenever there is evidence that mental illness may be the cause for expulsion or suspension.

- (c-5) School districts shall make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
- (d) The board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. 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 not less than one year:
- (1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period under this subdivision (1) may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (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 alike" of any firearm as defined in subdivision (1) of this subsection (d). The expulsion requirement under this subdivision (2) may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code.
- (d-5) The board may suspend or by regulation authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend a student for a period not to exceed 10 school days or may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis, if (i) that student has been determined to have made an explicit threat on an Internet website against a school employee, a student, or any school-related personnel, (ii) 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 (iii) 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.
- (e) To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.
- (f) Suspension or expulsion may include suspension or expulsion from school and all school activities and a prohibition from being present on school grounds.
- (g) A school district may adopt a policy providing that if a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion in an alternative school program under Article 13A of this Code or an alternative learning opportunities program under Article 13B of this Code before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program.
- (h) School officials shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.
- (i) A student may not be issued a monetary fine or fee as a disciplinary consequence, though this shall not preclude requiring a student to provide restitution for lost, stolen, or damaged property.
- (j) Subsections (a) through (i) of this Section shall apply to elementary and secondary schools, charter schools, special charter districts, and school districts organized under Article 34 of this Code.

(Source: P.A. 99-456, eff. 9-15-16.)

### **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 ILCS75/:

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.

## **ELECTRONIC DEVICES**

### **(INCLUDING CELL PHONES, HEADPHONES, EARBUDS, SMARTWATCHES, AND ANY OTHER NON-MEDICAL PERSONAL ELECTRONIC DEVICE)**

- Please refer to the Acceptable Use Policy as well as the 1:1 Chromebook Handbook received at the beginning of each school year.

The use of electronic devices at school is a privilege and can be taken away by administration. Use of electronic devices for educational purposes within the classroom setting will be at the sole discretion of each classroom teacher. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs/videos in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or dissemination of private sexual images (i.e., sexting).

#### **HIGH SCHOOL:**

The high school policy in all classrooms is that electronic devices should be silenced and not visible, unless approved by the teacher for academic purposes. Additionally, earbuds are prohibited from being worn during the academic school day (8:20 – 3:05), with the exception of lunch period only.

When this policy is violated, the following steps will apply:

**First Offense:** Student sent to the office and parent/guardian is notified. The electronic device will stay in the main office until the end of the day (or that student's normal dismissal time) and then it can be picked up by the student. Administration will log the offense and make parent contact.

**Second Offense:** The same as the first offense and administration will also assign 1 detention. Administration will log as second offense and make parent contact.

**Third Offense:** The same as second offense and administration will also issue progressive discipline. Administration will log as third offense and make parent contact.

**Subsequent Offenses:** Administration will issue progressive discipline and require a parent meeting.

If at any point, a student fails to comply, the teacher will contact administration who will assign appropriate discipline that may include detentions, social probation, and loss of parking privileges, as well as make parent contact. A second refusal will result in progressive discipline.

Electronic devices are not allowed in bathrooms or the main office at any time. Additionally, use of electronic devices is prohibited unless it is during passing periods and lunch.



\*These steps will reset annually.

### JUNIOR HIGH SCHOOL:

All electronic devices must be in the off position, not visible, nor used between 8:00 AM and 3:20 PM. This rule is also in effect after school and on non-school days where a quiet atmosphere is necessary such as detention, testing, library, resource centers, computer labs, performances, etc. Text messaging is not permissible. Failure to follow the above procedures will result in the following disciplinary action:

1<sup>st</sup> Offense – Warning and parent/guardian notification

2<sup>nd</sup> Offense – 30-Minute Detention

3<sup>rd</sup> Offense – 1-Hour Detention

4<sup>th</sup> Offense – 1-Hour Detention / Phone prohibited from coming to school and belongings searched each day.

5<sup>th</sup> Offense – 2-Hour Detention / Phone prohibited from coming to school and belongings searched each day.

## **DRESS CODE**

Although the Board of Education believes that a student's appearance is mainly the responsibility of the child and his/her parents, it does expect each student to maintain reasonable standards of cleanliness and modesty. District 207-U shall regulate student dress which raises health concerns, safety concerns, or causes disruptions of an orderly education process.

Students shall avoid wearing clothing or hair styles that can be hazardous to them in their school activities. Grooming or dress styles that prevent a student or other students from doing their best work because of blocked vision, restrictive movement, or a disruption of classroom order are not acceptable. The school shall prohibit students from wearing apparel which encourages the use of tobacco, drugs or alcohol, or which contains words or slogans which might lead to the disruption of the school program. Students shall be prohibited from displaying any gang-related symbol or identification. Students will not display through clothing, jewelry, notebook drawings, or other means, drugs, drug paraphernalia, alcohol, or gang-related objects or ideas. In addition, students may not wear clothing which displays the confederate flag or any representation thereof at any Peotone Community Unit School District school or sponsored activity.

**Tank tops, strapless tops, short shorts, low-ride jeans, halter tops/dresses, spaghetti strap tops/dresses, or short shirts which show a student's bare midriff will not be permitted. Shirt sleeves must be at least 3 inches in width across the top of the shoulder. The front of the shirt or blouse must not be more than 2 inches below the collarbone. A simple "fingertip rule" will be extended for short shorts, dresses and skirts.** Undergarments should be completely covered by clothing. Large holes, mesh, or see-through material in leggings or pants should not be higher on the legs than fingertips. Coats, hats, bandanas, hoods or any headwear may not be worn in the building. Costumes and / or face paint, unless consented to from administration, is prohibited. Long wallet chains are prohibited as well.

In accordance with Illinois law, the District will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

All clothing that is suggestive and/or revealing, and that of which does not fit the wearer in an appropriate manner by being too small, too tight, too large, or too loose is prohibited.

1st Offense = Warning and the student will be allowed to change clothes.

2nd Offense = Warning, parent contact and the student will be allowed to change clothes.

Subsequent Offenses = The above actions will be taken and a 1-3 hour detention will be given.

All District 207-U employees have the authority and obligation to report inappropriate clothing as defined in this section.

## **INAPPROPRIATE LANGUAGE**

The use of vulgar, obscene, profane, or offensive language at school or school-sponsored activities will not be tolerated. Discipline will be administered commensurate to the violation. Students in violation will be subject to disciplinary action up to and including suspension.

## **PUBLIC DISPLAYS OF AFFECTION**

Displays of affection should be limited to hand holding. Arms around the waist, kissing, and hugging will not be tolerated and dealt with by administration.

1st Offense = verbal warning

2nd Offense = 1 detention

3rd Offense = progressive discipline per administration

## **CHEATING/ PLAGIARISM**

Across the curriculum, all formal writing assignments will follow MLA style guidelines and models for documenting. The proper use of MLA style shows the credibility of writers; such writers show accountability to their source material. The use of MLA style can protect writers from accusations of plagiarism. In foreign language classes, the use of translation devices will be considered a form of plagiarism.

Whenever a student is guilty of cheating or plagiarism, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office. Students should be aware that cheating or plagiarism will result in an academic penalty and possibly other consequences.

## **FORGERY**

If a student is found to have forged another person's signature, discipline will be issued which could include detention and social probation and a parent contact will be made.

## **HAZING**

Hazing is strictly forbidden in District 207-U. A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, for the purpose of induction or admission into any group, organization, or society associated or connected with the school, if: (1) the act is not sanctioned or authorized by the District; and (2) the act results in bodily harm to any person.

## **VANDALISM**

Vandalism or other destruction of school buildings, grounds or property, whether intentional or negligent, shall be prohibited. A student found to have vandalized or damaged school buildings, grounds or property shall be subject to disciplinary action, restitution and possible police notification.

## **THEFT**

Theft will not be tolerated in an academic setting or society in general. Any student found to be guilty of theft, or in possession of someone else's property, will be subject to disciplinary action, restitution, and possible police notification.

## **TOBACCO, ELECTRONIC CIGARETTES OR VAPING DEVICES**

Possession, delivery, and/or use of tobacco, tobacco products, electronic cigarettes, and vaping devices is prohibited on school property, at school-sponsored events, in connection with any school function, and when school property is being used for any school purpose. Tobacco means tobacco in any form including cigarette, cigar, pipe, chewing, snuff, and including: smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked and all other tobacco products of any kind. Matches and lighters are included in the tobacco code and thus are prohibited on school grounds.

1st Offense: 1 Day OSS/1 Day ISS Combo + 1 Month Social Probation + Parental Notification

2nd Offense: 1 Day OSS/1 Day ISS Combo + 3 Months Social Probation + Parental Notification

Subsequent Offenses: Increased discipline as determined by administration

## **ALCOHOL/DRUGS/MARIJUANA/THC**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug para-

phernalia, controlled substance, look-alike, or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include: all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this policy, students who are under the influence of prohibited substances may be treated in the same manner as though they had prohibited substances in their possession.

Regardless of whether a student has a prescription, cannabis shall not be permitted at any time on school property, at school events, or on school buses.

Any student found to be in violation of this policy shall be subject to discipline in accordance with School District 207-U discipline policies, rules and regulations.

**CONSEQUENCE:** Suspension from school for up to 10 days, social probation for a minimum of 90 days and completion of an intervention program, or possible recommendation for expulsion.

\*\*Subsequent offenses will result in progressive discipline.

When the administration feels it is necessary, they may call for assistance from law enforcement officials to conduct reasonable searches, which may include the use of specially trained dogs, on school grounds and student lockers for alcohol/other drugs. In addition to the above, parents shall be notified promptly. When a substance is determined to be an illicit drug, the identity of the student shall be given to the authorities for prosecution.

## **DRUG TESTING BASED ON REASONABLE SUSPICION**

Peotone Community Unit School District 207-U reserves the right to administer a breathalyzer or drug test to a student who is suspected of being under the influence of drugs or alcohol.

## **FIGHTING**

Fighting between students will not be tolerated in school or on school grounds. Fighting is considered to be a serious offense and will be dealt with severely. Students who are fighting will be immediately sent to the office. Social probation shall be issued as a form of discipline at all buildings.

Students involved in any fight or act of violence, or who can be shown to have contributed to any fight or act of violence, will be suspended for at least three (3) days and may be recommended for expulsion. Students may also be reported to the police and arrested for disorderly conduct on school premises. Unprovoked or premeditated attacks on another student will result in an immediate ten (10) days suspension and possible recommendation for expulsion. Repeat offenses may result in expulsion.

## **PHYSICALITY/HORSEPLAY**

Under no circumstances shall an individual become physical with another no matter the intent. Any situation deemed serious enough by administration may result in a consequence from a detention through Out-of-School Suspension. Police may be notified.

## **HALLWAY CONDUCT**

Students are not to be in the school hallways during class periods. All staff members have authority regarding pupil conduct outside the classroom as well as their own classroom. Teachers may reprimand students or keep them after school if necessary to maintain proper discipline inside or outside their classroom. Boisterous behavior will not be tolerated in the school building.

## **RULES AND REGULATIONS CONCERNING BUS RIDING**

The complete rules and regulations concerning bus riding are established by the State Board of Education. They shall be enforced by school authorities. While waiting for a school bus or while on the school bus, students shall demonstrate behavior that is respectful to themselves, the driver, and other students.

1. The bus driver has complete authority on the bus and to regulate passengers at all times.

2. Students shall stay seated on the bus at all times while the bus is moving.
3. Any distraction of the driver's attention to remind a student of some regulation or to answer an unnecessary question jeopardizes the safety of every student in the bus. Students shall not continue unnecessary conversations with the driver.
4. Students shall always be ready for the bus at least five minutes before the time it's scheduled arrival. Changing weather and road conditions make it impossible for the bus to arrive at the same time every morning.
5. Students have a responsibility to help keep the bus clean. Students must not throw wastepaper on the floor of the bus, or scratch the paint, or deface any part of the bus.
6. Pupils shall not stand in the traffic lanes while waiting for a bus.
7. Pupils shall not at any time extend their arms or heads out of a bus window.
8. Loading: When pupils must cross a road to be picked up, the driver, after looking for approaching cars, will beckon students when to cross. The pupils shall wait for the proper sign and then cross promptly.
9. Unloading: At all discharge points where it is necessary for the pupil to cross the highway, the driver shall direct the pupil to a distance 10 feet in front of the bus on the shoulder of the highway. The student shall remain there until a signal is given by the driver for the student to cross.
10. The use of tobacco, electronic cigarettes, alcohol or controlled substances, profane or abusive language, or fighting while riding the bus will be enforced as they would on school property or in the school building.
11. The use of profanity on the bus will not be tolerated.
12. Students who ride the bus to school are not to leave the school grounds upon arrival at school. Students who ride the bus home are not to leave the school grounds after school before boarding the bus.
13. Any damage to the bus shall be reported to the driver as soon as possible. Vandalism or destruction of school property, whether intentional or negligent, shall be prohibited. A student found to have damaged school property shall be subject to discipline, restitution, and possible police notification.
14. Drivers have the right to assign seats, if they deem it necessary.
15. Students shall sit facing the front of the bus with their feet on the floor.
16. Eating and drinking on the bus is not allowed.
17. Older students shall be helpful to and set a good example for the younger students.
18. It shall be noted that video / audio surveillance may be utilized to monitor bus conduct, when deemed necessary.
19. Due to limited space on school district buses, junior high and high school bus request(s) **will not** be accepted.

## **MISCONDUCT BY A STUDENT RIDING SCHOOL BUSES AND / OR VEHICLES**

Any student found to be in misconduct of general behavior while riding school buses or school vehicles for curricular and/or extracurricular activities shall be affected in the following manner:

The driver will report the name of the offending student to building administrators. The administrator shall notify the parent/guardian.

Disciplinary consequences may include warnings, detentions, or a suspension from bus privileges, depending on the frequency and seriousness of the offense.

## **SUBSTITUTE TEACHERS & BEHAVIOR**

The Administration considers substitute teachers to be an important part of the educational process and system. As such, they should be treated by students with as much respect as a regular classroom teacher. Disrespect and misbehavior in a substitute teacher's classroom will not be tolerated and will be dealt with severely by the administration. Grade level appropriate discipline will be issued at the elementary school level. A student who is removed from a class by a substitute teacher may receive double the discipline normally granted and a minimum of one month social probation at the junior high and high school levels. Repeated instances will be dealt with by issuing progressive discipline or out-of-school suspension.

## **GANG ACTIVITY**

Students are prohibited from engaging in gang activity. A "gang" is any group of two (2) or more persons whose purpose includes the commission of illegal acts. Students engaging in any gang-related activity will be subject to disciplinary actions. No student 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 thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang.
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 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.

Peotone District 207-U encourages involvement in positive activities, sports, and community activities. District 207-U TAKES A NO TOLERANCE APPROACH TO ANY GANG ACTIVITY.

Consequences will result in a three (3) to ten (10) day school suspension with a possible recommendation for expulsion. LOCAL LAW ENFORCEMENT AGENCIES WILL BE CONTACTED.

## **WEAPONS**

WEAPONS OF ANY KIND SHALL NOT BE BROUGHT ON TO SCHOOL GROUNDS OR TO ANY SCHOOL-SPONSORED ACTIVITY.

A student who uses, possesses, controls, or transfers a weapon or any object that can reasonably be considered, or looks like, a weapon shall be expelled for at least one calendar year. The expulsion period may, however be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed two calendar years. A "weapon" means (1) "possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs, or (3) 'look alike" of any weapon as defined above.

Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens or other items deemed dangerous or inappropriate may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee will notify the police of any student who brings a firearm or weapon to school.

In addition, if a student is transferring from a school from which the student has been suspended or expelled and if the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school in the same or any other public school district: (i) any school student records required to be transferred shall include the date and duration of the period of suspension or expulsion and (ii) the student shall not be permitted to attend class in the public school into which he or she is transferring until the student has served the entire period of suspension or expulsion imposed by the school from which the student is transferring.

## **FOOD AND DRINK**

No food or drink (except water) shall be consumed in the school building except at lunch time and only then in the cafeteria. Food or drink brought into the building for lunch is to be taken directly to your locker and should remain in your locker until your specific lunch period. Absolutely, no open cans of pop. Glass containers should not be brought into the building. No gum is allowed in the building.

## **BOOK BAGS / BACK PACKS**

Students will not be allowed to carry book bags, back packs or duffle bags to classrooms. These items must be left in hallway or PE lockers. Administration may make an exception to this policy for those with an existing medical condition.

# ATHLETICS/ACTIVITIES

## PHILOSOPHY

Participation in extracurricular activities is a privilege and not a right. Each student is in school first to obtain an education and then to participate in athletics or activities. Participation in extracurricular activities demands certain commitments. Through participation, students will learn skills, develop loyalty to others, learn the meaning of commitment, discipline, honor, and develop work ethics that are essential to a successful life.

## PURPOSE

The Board of Education and staff of Peotone Community Unit School District No. 207-U have adopted this Activity Code which applies to all students in grades 5-12 who desire to participate in extracurricular activities or athletics. This document applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on participants in extracurricular activities and athletes.

The use by any participant in any activity of tobacco, nicotine, alcohol, or performance altering substances not prescribed by a physician for medicinal purposes for the patient who is using them in the manner in which they were prescribed, is prohibited. There are other specific prohibitions relating to tobacco, alcohol and or performance altering substances contained elsewhere in this Code which are to be read in addition to the above. The use of these items by a student who participates in an activity presents a hazard to the health, safety and welfare of the student, as well as those with whom the student participates or competes.

Participation in activities is a privilege available to qualified students. Those who participate have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Peotone Community Unit School District No. 207-U. Strict adherence to the rules and policies set forth in the Activity Code is a responsibility which accompanies the privilege of participation. If a student fails to comply with the terms of this Code, the privilege to participate may be lost in accordance with the terms of this Activity Code.

## DEFINITIONS

- Student or Participant:** Student or participant in this Activity Code means any boy or girl enrolled in grades 5 through 12, or who otherwise has authorized administrative permission to participate and who is participating and/or intends to participate in an interscholastic athletic or other Peotone Community Unit School District No. 207-U sponsored extra-curricular activity.
- Activity:** "Activity" is to be read as broadly as possible whenever the word appears herein and means any tryout, practice, game, event, contest, competition, tournament, match, meeting or recreation connected to the conduct of a sport or school sponsored activity, including school sponsored weight training, summer league, camp, or open gym.
- Sport:** Sport means any interscholastic sport sponsored by Peotone Community Unit School District 207-U.

## **STUDENT ATHLETICS & ACTIVITIES**

In order for a student to have a fully satisfying high school experience, the School District encourages involvement in one or more of the following extracurricular activities. Peotone Community Unit School District No. 207-U provides the following activities and sports, each of which is governed by this activity code:

### HIGH SCHOOL ACTIVITIES

#### Athletics - (Boys and Girls)

Golf	Football	Soccer	Volleyball
Basketball	Bowling	Wrestling	Baseball
Track and Field	Cheerleading	Dance	Softball
Cross Country	Unified Sports		

#### Activities / Clubs - (Boys and Girls)

Drama / Theater	National Honor Society	Science	Newspaper
Show Choir	Speech	FFA	Yearbook
International Culture Club	Journalism	Technology	Skills USA
Math	Class Officer	TADD	
Scholastic Bowl	Student Council	Band	

## **JUNIOR HIGH ACTIVITIES**

### **Athletics - (Boys and Girls)**

Baseball	Softball	Cross-Country	Basketball
Wrestling	Volleyball	Track	Cheerleading
Unified Sports	Co-ed Soccer		

### **Activities / Clubs - (Boys and Girls)**

Student Council	Speech	Scholastic Bowl	Skills USA
Math	Spelling	PALS	Drama / Theater
Yearbook			

## **ASSOCIATION/CONFERENCE AFFILIATION**

Peotone High School is a member of the Illinois High School Association (IHSA) and the Illinois Central-8 Conference. Eligibility of students is governed by the rules and regulations of the IHSA, the relevant conference, the Board of Education, the superintendent of schools, the principal, the athletic director and the coaches and sponsors of the various sports and activities offered at Peotone High School. In some cases, Peotone Community Unit School District No. 207-U eligibility rules may be more stringent than IHSA rules, in which case the Peotone Community Unit School District No. 207-U policies, rules and regulations shall apply.

Peotone Junior High School is a member of the Illinois Elementary School Association (IESA) and the Kan-Will Conference. Eligibility of students is governed by the rules and regulations of the IESA, the relevant conference, the Board of Education, the superintendent of schools, the principal, the athletic director and the coaches and sponsors of the various sports and activities offered at Peotone Junior High School. In some cases, Peotone Community Unit School District No. 207-U eligibility rules may be more stringent than IESA rules, in which case the Peotone Community Unit School District No. 207-U policies, rules and regulations shall apply.

## **WHEN THIS ACTIVITY CODE IS IN EFFECT**

The rules set forth in this Activity Code are in effect 24-hours a day, 7-days a week, 365-days a year. The rules apply on- and off-campus and whether or not the misconduct occurs at school or a school-sponsored activity or in another location.

## **POLICY CONFLICTS**

In the event of conflict between any school board policy, rule or regulation and rules contained in this Activity Code, the rules contained in this Activity Code shall exclusively apply and prevail. In the event there is uncertainty as to whether this Activity Code is in conflict with or is meant to be in addition to school board policies, rules and regulations, this Activity Code shall be deemed to be in addition to school board policies, rules or regulations.

## **REQUIREMENTS FOR PARTICIPATION IN ATHLETICS**

A student athlete must have the following fully executed documents on file at the school office wherein the student athlete is in attendance before the first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches that finds the student is physically able to participate; and
  2. A completed Emergency Contacts/Medical Information form; and
  3. Proof the student is covered by medical insurance; and
  4. A receipt showing the student and his/her parents received a copy of the Activity Code, understand the terms of the Activity Code and agree to abide by its terms and conditions.
  5. Payment of Athletic/Activity Fee (prior to being allowed to participate in a contest)
  6. **High School Athletes** must also complete the IHSA Sports Medicine Acknowledgement & Consent Form
- Students seeking to participate in activities other than athletics shall comply with items 2, 4, and 5 herein above.

## **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

### **ABSENCE FROM SCHOOL ON DAY OF ACTIVITY**

A student who is absent from school on the day of an activity shall be ineligible for any activity on that day unless the absence has been approved in writing by administration. The student may not attend as a spectator. Exceptions may be made: 1.) for a medical reason prearranged with administration or 2.) for a death in the student's family. A student who

has one or more truancies or who has been suspended from school may be suspended from participation in activities (including athletics) by administration.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the administration. Students must be in attendance during the day of or day before a dance, except when approved in advance by the administration.

## **ACADEMIC ELIGIBILITY**

### *High School Eligibility - Semester*

Students are required to meet IHSA semester eligibility. They shall, unless they are entering high school for the first time, have credit on the school records for twenty five (25) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted, or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received. Students who fail two or more courses for a full semester shall be deemed ineligible for the entire next semester.

### *High School Eligibility - Weekly*

Eligibility will be checked on a weekly basis beginning the 3rd week of each semester. Teachers will be required to have grades updated by 9:00 AM on Monday, or the first day of attendance in a given week. Eligibility will be checked by the Athletic Director or Club Sponsor through the Guidance Department. Students receiving more than one failing grade will be considered ineligible for interscholastic activities for a period of seven days starting with that Monday (or the first day of attendance that week) through the following Sunday. They will not be allowed to dress and participate in scheduled IHSA events. The privilege of practicing and traveling to games while ineligible is given for a consecutive 2-week period. At the end of this period, if the student-athlete remains ineligible for a third consecutive week, the privilege of practicing will be taken away. After four consecutive weeks of ineligibility, the student may be removed from the roster. This policy applies to all IHSA athletics, as well as all extracurricular activities.

Students who are failing one (1) or more courses per week will be required to verify a check-in meeting has been completed with that/those teacher(s) in order to remain eligible. Failure to check in with the teacher shall result in the student's loss of participation privileges the next academic school week. When a student participant is determined to be passing a course he or she was previously failing, the student shall be excused from the teacher check-in requirement for that class as described above.

### *Junior High Eligibility*

Eligibility will be checked on a weekly basis and will begin once five grades have been recorded per class. Teachers will be required to have grades updated by the beginning of the day Friday or the final day of attendance in a given week. A student must be passing all classes in order to be considered eligible. The consequences of being ineligible are as follows:

- A. The first time a student is ineligible, they may practice the following week, but may not participate/dress for any contest(s). The student is expected to attend the contests.
- B. The second time a student is ineligible they may not practice or participate/dress for any contest(s). The student will not attend any practices or contests.
- C. The third time a student is ineligible the student will be dismissed from the team/organization.

\*At the conclusion of the season, the student will be eligible and encouraged to try-out for the next sport/activity available.

## **EXPECTATIONS**

School officials have the following expectations of students who participate in activities:

1. Students will make and keep a season long commitment to the activity, its coaches, sponsors, and the participant's teammates
2. Students will comply with the rules of the school, Activity Code, and team.
3. Students will be coachable and have positive attitudes.
4. Students will be drug and alcohol free.
5. Students will set realistic and challenging goals for themselves.



6. Students will be true student-athletes focusing on academics and showing school spirit.
7. Students will respect the coach, sponsor, teammates, officials, parents, and school facilities and equipment.
8. Students will demonstrate good sportsmanship at all times.
9. Students will be leaders and positive role models.

## **INSURANCE**

Before any student-athlete participant shall be permitted to practice for, participate or compete in any athletic event, and before any athletic equipment is issued to the student, the student must provide proof of coverage for athletic injuries by a private insurance carrier in the form of a certificate from the insurance carrier or other good and sufficient proof of coverage and have on file with the school district a signed insurance waiver.

## **REPORT OF INJURY**

Each student shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by competition or participation to the head coach of the sport in which the athlete competing or the sponsor of the activity in which the student is participating.

## **MEDICAL RELEASE TO RETURN TO PARTICIPATION IN AN ACTIVITY**

When there is any question of a student's medical fitness to participate, practice, or compete, coaches, sponsors or school officials may require the student to provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before allowing the student to engage in further activity. In each instance when a student has been directed by a coach, sponsor or other school officials to seek medical examination or treatment, the student shall provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before the student is allowed to resume participation in the activity.

If at any time an athlete is suspected to have a concussion, the Return to Learn / Return to Play protocol will be implemented. The student will not be allowed to participate in academics, activities, and/or athletics until cleared by a physician or licensed athletic trainer.

## **USE OF EQUIPMENT**

Participants shall be responsible for the care and maintenance of all equipment issued to them.

## **RETURN OF EQUIPMENT**

Each participant issued equipment shall return the equipment in the condition in which it was received, normal wear and tear expected, to the coach or sponsor within one week of completion of the season for which the equipment was issued, or within one week of the end of the student's participation for the season, whichever comes first. If a student fails to return equipment as required, or returns it in damaged condition, the student may be charged for replacement or repair, or otherwise disciplined as appropriate. Students who do not turn in their uniform/equipment will not be allowed to participate in their next sport season until the uniform/equipment has been returned.

## **TRAVEL**

All students shall travel to activities and return home from activities with the team, group or club in which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by a coach, sponsor or administrator upon advance written request of a student's parent or guardian and provided the parent or guardian appears and accepts custody of the student. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

## **ATTENDANCE AT PRACTICES, GAMES, MEETS, AND ATHLETIC EVENTS**

For the protection of the health and safety of students, and to protect the integrity of the team, group or club, members shall be required to attend all regularly scheduled practices, games, meets and events of the team, group or club. Failure to attend by a member may result in discipline, including suspension or dismissal from the team, group or club.

## **DRUGS, ALCOHOL AND/OR TOBACCO (INCLUDING VAPING)**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medicinal doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco, tobacco product, electronic cigarettes, vaping devices, or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the

true nature or appearance of the substance, is prohibited at all times and in all places. For the purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Regardless of whether a student has a prescription, cannabis shall not be permitted at any time on school property, at school events, or on school buses.

Any student found to be in violation of this policy shall be subject to discipline in accordance with the school district's Activity Code discipline policies, rules and regulations as provided herein.

## **RANDOM DRUG TESTING POLICY FOR ALL EXTRACURRICULAR ACTIVITIES AND STUDENT PARKING**

The use of banned performance enhancing substances, alcohol, or drugs by students presents a hazard to the health, safety, and welfare of the student and to those who compete or perform with the student. The administration encourages students to participate in extracurricular activities and use parking facilities as needed. However, such participation and use are privileges not rights. To be eligible to participate in any school-sponsored extracurricular activity program or receive a parking permit at the High School, students must agree to submit to random testing, if selected, for the use of banned performance enhancing substances, illegal drugs and alcohol in accordance with this school board policy.

The purpose of this Policy is to protect the health, welfare, and safety of the student body. It is to better assure the student's health, mental well-being and physical fitness to participate in extracurricular activities. Additionally, this Policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use banned performance enhancing substances, illegal drugs, alcohol, and tobacco. Furthermore, this Policy is also intended to encourage students who use banned performance enhancing substances, drugs and alcohol to participate in treatment programs. This Policy is designed to create a safe, drug, alcohol, and tobacco free environment, and to recommend professional help when needed. This Policy is not intended to be punitive, in that the School District will not punish a student for simply testing positive to a random drug test, other than by disqualification from participation in extracurricular activities or the suspension or revocation of a student parking permit. Accordingly, the results of any drug test administered under this Policy shall be used only for the determination of eligibility to participate in extracurricular activities or hold a student parking permit and for no other disciplinary purpose. Students and parents should understand, however, that students who are determined to be under the influence of drugs or alcohol based on a non-random test based on reasonable suspicion, in possession of, sell, or transfer drugs or alcohol in school, at school sponsored activities, or on school property remain subject to the regular student code of conduct disciplinary consequences.

The Board of Education recognizes that students participating in extra-curricular activities, including, but not limited to the following activities are representatives and ambassadors of the school and community, and as such are subject to the random drug testing policy.

<u>Athletic Activities</u>	<u>Performance-Based Activities and Student Clubs and Organizations</u>	
Baseball	Best Buddies	Book Club
Basketball	FFA	Gay-Straight Alliance (GSA)
Bowling	International Culture Club	Jazz Band
Cheerleading	Journalism	Math Club
Cross Country	National Honor Society	Play & Musical
Dance	Scholastic Bowl	Science Club
Football	Show Choir	Skills USA
Golf	Speech	Student Council
Soccer	Student Parking	Teens Against Destructive Decisions (TADD)
Softball	Thespians	
Track & Field		
Volleyball		
Wrestling		

Consequences for testing positive for banned performance enhancing drugs, illegal drugs, or alcohol in accordance with school board policy are as follows:

**1st Offense:** A suspension of 25% of the school year for performances, activities or parking, or 25% of the season for athletics will be enacted. This penalty will be reduced to 15% if the student enrolls in and successfully completes a chemical awareness program approved by the administration and paid for by the parent(s)/guardian(s).

**2nd Offense:** A suspension of 50% of the school year for performances, activities or parking, or 50% of the season for athletics will be enacted. To be allowed to participate again in any activity or regain parking privileges, the student must enroll in and successfully complete a chemical awareness program approved by the administration and paid for by the parent(s)/guardian(s).

**3rd Offense:** A third violation will result in the student being suspended from all athletics, performances, activities, or parking for the remainder of his/her high school career.

\* Inability or refusal to submit a sample for drug testing when randomly selected will be treated as an admittance of guilt by the student and the student will receive the corresponding consequences based upon the offense number.

\*\* When there is less time in the season or school year than the suspension period to be imposed, the suspension will carry over to the next athletic season in which the student seeks to participate, or the next school year for performances, activities, or parking.

\*\*\* Student-athletes must successfully fulfill the requirements of the suspension in order to be eligible for the remainder of the current season or next season.

\*\*\*\* Offenses are cumulative over a student's high school career.

## **CONSEQUENCES FOR VIOLATING THE DRUG, ALCOHOL AND/OR TOBACCO POLICIES WITHIN THE ACTIVITY CODE (NOT OTHERWISE BASED UPON A RANDOM TEST)**

Any student participating in athletics, a club or extracurricular activities found to be in violation of the **DRUGS, ALCOHOL AND/OR TOBACCO (including vaping products or e-cigarettes)** policy within the activity code will be subject to the following consequences:

**1st Offense:** A suspension of six weeks of the school year for performances, activities and parking, and 33 1/3% of the season for athletic competitions. This penalty will be reduced to 20% if the student enrolls in and successfully completes a chemical awareness program approved by the administration and paid for by the parent(s)/guardian(s).

**2nd Offense:** A suspension of 12 weeks from all performances, activities and parking, or competitions of one full athletic season. To be allowed to participate again in any extracurricular activities, athletics and parking the student must enroll in and successfully complete a chemical awareness program approved by the administration and paid for by the parent(s)/guardian(s).

**3rd Offense:** A third violation, unless one of the offenses was related to tobacco/e-cigarette usage, will result in the student being suspended from all extracurricular activities, athletics and parking for the remainder of his/her high school career. If one of the violations involved tobacco usage, the student will be suspended for one calendar year from the date of the third offense.

**4th Offense:** ONLY APPLICABLE TO INDIVIDUALS ACCUMULATING THREE VIOLATIONS OF THE ACTIVITY CODE WITH ONE OF THE OFFENSES INVOLVING TOBACCO USAGE. Any further violations will result in the student being suspended from all extracurricular activities, athletics and parking for the remainder of his/her high school career.

\* Because a student must be voted into Student Council and/or National Honor Society, these two organizations have their own guidelines that they must adhere to in regards to student use of drugs, alcohol or tobacco.

\*\* When there is less time in the season or school year than the suspension period to be imposed, the suspension period will carry over to the next athletic season in which the student seeks to participate, or the next school year for performances, activities, or parking.

\*\*\* Student-athletes must successfully fulfill the requirements of the suspension in order to be eligible for the remainder of the current season or next season

## **ATHLETICS/ACTIVITIES DISCIPLINE**

Behavioral misconduct by students participating in activity(s) shall not be tolerated. Behavioral misconduct shall include

but shall not be limited to:

- a. insubordination; or
- b. any behavior which is negligently or intentionally injurious to a person or property or that places a person or property at risk of injury or damage; or
- c. any behavior that disrupts the appropriate conduct of a school program or activity; or
- d. hazing or harassment of any kind; or
- e. use of profanity; or
- f. exhibition of bad sportsmanship; or
- g. violation of the Activity Code, training rules, or any other school policies, rules or regulations.

### **IMPOSITION OF DISCIPLINE**

School administration shall impose disciplines appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the school administration.

### **APPLICATION AND CONFLICT OF DISCIPLINARY RULES**

In the instance of violation of school policies, rules, or regulations or this Activity Code by a student, nothing herein or elsewhere shall prohibit the school district from imposing disciplines available under this Activity Code and classroom-academic penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish.

### **DISCIPLINARY SUSPENSIONS OF PARTICIPANTS**

The school administration may suspend a student from participation for violation of the Activity Code, training rules, or other appropriate policies, rules and regulations of the school district. Suspension is defined as removal of the student from participation in one or more practices, games, meets or other activities but less than dismissal for the balance of a season. The following procedures shall apply to disciplinary suspensions:

- a. Prior to suspension, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his/her version of the incident to the suspending school official.
- b. Upon written request, the student may appeal his or her disciplinary suspension to the principal or athletic director, who shall have the final and binding authority to determine the appropriateness of the suspension.

Disciplinary suspensions may be imposed pending dismissal proceedings.

### **DISCIPLINARY DISMISSAL FROM AN ACTIVITY**

The school administration may dismiss a student from participation for violation of the Activity Code, training rules, or other appropriate policies, rules and regulations of the school district. Dismissal from a team or activity is defined as removal of the student from participation in one or more practices, games, meets, or other activities in an activity for the balance of a season or for a specified period of time greater than the balance of the season but lesser than the balance of the student's high school eligibility. The following procedures shall apply to disciplinary dismissals:

- a. Prior to dismissal, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official.
- b. The parent of the student shall receive written notification by certified mail of the charges against the student, which notice shall include notice of the right to request hearing before appropriate school officials and a copy of this Activity Code. An appeal may be filed upon written request by the parent or student whereupon the principal or athletic director shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension.
- c. If the student is dissatisfied with the conclusions reached in b. above, the student may submit a written request for a hearing before the school board which shall schedule a hearing at for its next regularly scheduled meeting unless the request for hearing is received within seven calendar days of a regularly scheduled board meeting in which case the hearing shall be scheduled for a date within twenty one (21) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, may call witnesses, cross-examine adverse witnesses and may present evidence in his or her defense. The decision of the school board shall be final and binding.

### **DISCIPLINARY INELIGIBILITY FOR FURTHER PARTICIPATION**

The school administration may declare a student ineligible for further competition in any activity or activities for violation of

the Activity Code, training rules, or other appropriate policies, rules and regulations of the school district. Ineligibility for further competition in any activity(s) is defined as removal of the student from participation in any sport or activity for the balance of his or her high school eligibility. The following procedures shall apply to disciplinary ineligibility:

- a. Prior to dismissal, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official.
- b. The parent of the student shall receive written notification by certified mail of the charges against the student, which shall include notice of the right to request hearing before the principal and a copy of this Activity Code. A request for hearing may be filed upon written request by the parent or student whereupon the principal shall schedule a meeting with the relevant parties and shall determine the appropriateness of the suspension.
- c. If the student is dissatisfied with the conclusions reached in the principal, the student may submit a written request for a hearing before the school board which shall schedule a hearing at for its next regularly scheduled meeting unless the request for hearing is received within seven calendar days of a regularly scheduled board meeting in which case the hearing shall be scheduled for a date within twenty one (21) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, may call witnesses, cross-examine adverse witnesses and may present evidence in his or her defense. The decision of the school board shall be final and binding.
- d. In any case of a finding of ineligibility for further competition, the school board shall schedule a review hearing to consider the reinstatement of the student at the beginning of each subsequent school year the student is enrolled in school and otherwise would have remaining eligibility for participation in the activity from which the student was originally removed.

### **DEPOSITION OF PENALTY PENDING APPEAL**

Whether or not a student shall be reinstated pending appeal of a penalty by the student shall be at the sole and exclusive discretion of school officials.

### **GOOD STANDING**

In order for a student to qualify for post-season awards and/or recognition, the student must complete the season in "good standing." For a student to be in good standing the student must be eligible to participate in the activity. If a student fails to complete a season in good standing because the student has been disciplined by school officials, the disciplinary penalty shall be continued into the next season in which the student participates until the penalty has been served completely.

### **SPECTATOR CONDUCT AT EVENTS**

It is the expectation of the Peotone School District 207-U Board of Education that all spectators conduct themselves in a manner that represents the District, our teams, and students in a positive light. Fans who violate principles of good sportsmanship may be denied entry to buildings and or athletic fields where District 207-U teams compete. Any fan ejected from a contest for unsportsmanlike conduct will be ineligible to be a spectator at the next contest. Continued acts of unsportsmanlike misconduct will result in additional denial of entry to events.

### **ATHLETIC AWARDS**

Students must finish the season in good standing to be eligible for individual/special awards. Individual/Special awards may be given, which will be determined by the coaching staff or by way of secret ballot. Any exception to this policy must meet the approval of both the coaching staff and/or administration.

## **SCHOOL SONG**

On you Devils, on you Devils, fight for victory.  
Win or lose, we're backing you, ever loyal we shall be.  
On you Devils, on you Devils, strive to conquer all.  
Blue and white will shine its light and never fall.  
Che cha che ah ha. Devils, devils, ra ra.  
Che cha che ho ho. Devils, devils, go go.  
D - E - V - I - L - S Go - Devils