

PES AND PIC

PARENT- STUDENT HANDBOOK



2022-2023

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PES AND PIC STAFF

**PEOTONE ELEMENTARY SCHOOL STAFF
2022-2023**

Superintendent	Mr. Steve Stein
Director of Curriculum and Instruction	Mr. Brandon Owens
Director of Special Services	Ms. Amy Loy
Principal	Ms. Carole Zurales
Office Staff	Ms. Andrea Hasse
	Ms. Natalie Clay
Kindergarten	Ms. Stephanie Chaplinski
	Ms. Ashley McDonald
	Ms. Val Monahan
	Ms. Laura Shaw
Grade 1	Ms. Jeanette Henneke
	Ms. Laura Hess
	Ms. Kara Norvilas
	Ms. Jill Scheffers
Grade 2	Ms. Emma Ahrens
	Ms. Kristin Hartsfield
	Ms. Nancy Murray
	Ms. Kasey Spisak
Grade 3	Ms. Celia Brunzie

Ms. Amy Devore
Ms. Rachel Graniczny
Ms. Tara Popovich

Special Area Teachers

Art

Music

Physical Education

Reading Specialists

Math Specialist

English Language Specialist

Primary Specialist

Permanent Sub

Ms. Debbie Curtis
Mr. Larry Deweese
Mr. Gregg Schreiber
Ms. Amy Sadler
Ms. Lauren Zivat
Ms. Amy Deutsche
Ms. Jaclyn Clark
Ms. Samantha Sexton
Ms. Tina Brown
Ms. Amy Hollis

Special Education Teachers/Staff

Inclusion/Resource

Ms. Lisa Schwartz
Ms. Alexandra Vinezeano
Ms. Kristen Greenwell
Ms. Sandie Marcukaitis

Specialized Instruction

Ms. Sarah Acevedo

Hearing Itinerant

TBD

Occupational /Physical Therapy

Ms. Tori Coffmam (OT)
Ms. Kristine Septoski (COTA)
TBD (PT)

Social Worker

Ms. Nicole Huizenga

Speech and Language

Ms. Kelly Chenoweth

Psychologist

Ms. Shannon Anselmo

Instructional Support Staff

Ms. Jennifer Soyer (SpEd)
Ms. Kelly Wicker (SpEd)
Ms. Julie Beltran (SpEd)
Ms. Ann Comrie (SpEd)
Ms. Jamie Barta (SpEd)
Ms. Emily Shannahan ((SpEd)
Ms. Marcia Dalen (SpEd)
Ms. Becky Johnson (SpEd)
Ms. Jessica Clodi (SI)

Library	Ms. Sheri Schubbe
Nurse	Ms. Monica Cowger (RN)
Crossing Guard	Ms. Gina Stanley
Lunch Recess Support	Ms. Bonnie Schick Ms. Gina Stanley Ms. Jennifer Hall Ms. Nadya Malone
Cafeteria	
Director of Food Services	Ms. Terry Wuske
Cafeteria Manager	Ms. Carrie Mueller
Cafeteria Staff	Ms. Rebecca Hoffman
Day Custodian	Ms. Sharon Arnold
Night Custodians	Mr. Dave Reick Ms. Rhonda Jackson

**PEOTONE INTERMEDIATE CENTER STAFF
2022-2023**

Superintendent	Mr. Steve Stein
Director of Curriculum and Instruction	Mr. Brandon Owens
Director of Special Services	Mrs. Amy Loy
Principal	Mrs. Jennifer Tekiela
Administrative Assistant	Ms. Patricia Brott
Classroom/Homeroom Teachers	
Grade 4	Mrs. Emer Flanagan Mr. Scott McAllister Mrs. Jill Ostby Mr. Eric Peppmuller
Grade 5	Miss Stephanie Wilda Mrs. Nicole Kreml Mr. Roger Phillips Mr. Jeremy Snowden
Special Area Teachers	
Art/Music/Band	Mrs. Krysta Harmon
Physical Education	Mr. Jim Wedic
Reading Improvement	Ms. Natalie Harden
Math Improvement	Mrs. Colleen Grimmett
EL Teacher	Ms. Sandra Voss
Special Education Teachers/Staff	

Inclusion/Resource
Inclusion/Resource
Specialized Instruction
Occupational /Physical Therapy
Occupational Therapist Asst.
School Counselor
Speech and Language
Psychologist

Mrs. Rebecca LeFevers
Ms. Lauren Oxner
Mrs. Terri Kauchak
Ms. Tori Coffman (OT)
Mrs. Kristine Septoski (COTA)
TBD
Mrs. Paige Nooner
Miss. Shannon Anselmo

Instructional Support Staff

Mrs. Cheryl Delorto
Mrs. Audrey Murdie
Mrs. Kimberly Mayer

**Library
Nurse**

Mrs. Sheri Schubbe
Mrs. Dawn Barber
Mrs. Sarah Bolin

Supervisors, Assistants

Cafeteria

Director of Food Services
Cafeteria Manager
Nurse Clerk/Lunch/Recess Supervisor

Mrs. Terry Wuske
Mrs. Michelle Carlson
Ms. Nikki Parker

Custodians

Day Custodians

Mr. Tim Owen
Mr. Bryan Bisping

BUILDING HOURS

Peotone Elementary School

School Office Hours	7:45 a.m. - 3:45 p.m.
Summer Office Hours	7:30 a.m. - 3:00 p.m.
School Day	8:30 a.m. – 3:10 p.m.
Morning Drop-Off	7:45 a.m.

Peotone Intermediate Center

School Office Hours	7:15 a.m. - 3:15 p.m.
Summer Office Hours	7:30 a.m. - 3:00 p.m.
School Day	7:45 a.m. - 2:25 p.m.
Morning Drop-Off	7:30 a.m.

ARRIVAL

For those students who ride with parents or walk, Students should arrive no earlier than 7:30 A.M. at PIC and 7:45 A.M. at PES. Any student arriving prior to that time must be signed up for Rec Care through the Peotone Park District. No students will be allowed in the building prior to the above stated drop off time unless enrolled in the Rec Care program. Supervision is not provided for students by the school before the above stated times and will not be allowed in the buildings. Students arriving after the above stated times will report to the gym where adult supervision will be provided. Students are dismissed from the gym to their classrooms at 7:45 A.M. at PIC and 8:15 A.M. at PES.

PES Car Riders

If you are driving your child to school, drop your child off at the main north door ONLY. Children should not be dropped off by car at the south doors. Stop the car in the most forward of the three marked unloading zone spaces. If you need to come in the building, please park your car in the parking lot. DO NOT PARK IN THE SCHOOL DRIVE BEFORE OR AT THE END OF DAY.

PIC Car Riders

If you are driving your child to school and it is between 7:30 a.m. and 7:45 a.m., enter PIC's parking lot from Center Avenue on the West side of PIC's parking lot. Drop your child off at the west door (door 5) ONLY. Stop the car in the designated unloading zone. If you need to come

in the building, please park your car in the parking lot. DO NOT PARK IN THE SCHOOL DRIVE BEFORE OR AT THE END OF DAY.

DISMISSAL

PES

Students who ride the bus will be dismissed at 3:00 p.m. to their buses. Car Riders will be dismissed around 3:05pm and Walkers will be released at 3:20pm. If you are picking your child up from school, pull in the line for the main north door where students are supervised and can wait on the porch. Stop in the most forward of the three loading zone spaces. The school drive is not open until buses leave the driveway.

If a student is to go home other than their usual way, parents must send a note with their child about what the child is to do after school. **Without the note, the student will be sent home the usual way.** We cannot guarantee that students will get telephone messages received after 2:30 P.M. about alternative plans for going home. Students may not ride buses to which they are not regularly assigned.

PIC

Students who ride a bus will begin loading at 2:20 p.m. Students who are being picked up at dismissal will be dismissed at approximately 2:30 from Door #7 on the west side of PIC's Gymnasium. Parents will enter PIC's parking lot on the west side from Center Avenue. PIC staff will supervise students dismiss to vehicles from the walkway nearest to the parking lot. You will exit the parking lot to Manhattan-Monee Road on the south side of the school. The school drive on the south side of the school is not open to vehicles and is reserved for buses only at the 2:20 p.m. dismissal.

If a student is to go home other than their usual way, parents must send a note to school with details about the change. **Without the note, the student is sent home the usual way.** We cannot guarantee that students will get telephone messages received after 1:50 P.M. about alternative plans for transportation. Students may not ride buses to which they are not regularly assigned.

LUNCHROOM/CAFETERIA

Students may purchase a district lunch, buy milk only, or bring their lunches from home. Extra milk may also be purchased for those buying hot lunches. Parents may pay for their child's lunch by pushcoin, check, cash, or credit card online or at the school office. Milk costs \$.40 a carton. Milk money must be deposited in your child's account. We cannot accept money in the lunch line as it greatly slows down the process of students getting their lunches. Lunch menus are sent home at the beginning of each month.

Students who wish to pay for lunch/milk should bring the money or a check made out to Peotone Community District 207-U Schools in a sealed envelope clearly marked indicating your child's name, grade, and homeroom teacher. They may turn the envelope in to their classroom teacher or the office. Money may also be deposited into their account online through the district website. Applications for free or reduced price hot lunches will be available in August or at the time of registration during the school year. The forms can be obtained from the school office.

In the lunchroom supervisors will seat all students. Students are expected to use good table manners while eating. There will be ten minute intervals of talking and quiet time so that students have an opportunity to socialize, but to finish their food as well. Students will keep their hands and feet to themselves and use appropriate language. Students need to remain seated until dismissed to line up to leave the lunchroom. When they are dismissed from the tables, students are expected to clean up any food or garbage from their seating area and dispose of all garbage as directed. Lunch supervisors may issue a warning for inappropriate behavior, move students, ask students to clean up any food messes they have made, and/or refer students to the principal if students have not responded to measures they have taken.

FOOD FROM HOME

The Will County Health Department, in accordance with the Illinois Department of Public Health, has the following mandate in place:

Any food being served to children in our schools has to be prepared in the school by a licensed food service worker in an approved kitchen.

We are no longer allowed to serve homemade food products to children at school. Events that are scheduled outside of the school day will have to follow the same guidelines. Snacks for parties will be planned with the school nurse and food services to ensure all allergies are considered. Alternate snacks will be given for specific allergies if needed.

If you have questions about the health department code, please contact the Will County Health Department at the following telephone number: (708) 534-0800.

BIRTHDAY TREATS

Due to the increasing numbers of food allergies and other health concerns, students will no longer be allowed to bring birthday treats to school. A child may bring in such things as pencils, special erasers, bookmarks, or other small tokens to celebrate their birthday with their class.

PARTY INVITATIONS

If a student wishes to distribute personal invitations for parties at school, he or she may do so only if all or like gender students are included. If only select students are invited, the invitations may not be distributed at school. Student addresses cannot be given out by the school. School offices are not allowed to provide student phone numbers or addresses.

DELIVERIES

No presents, ie, balloons, flowers, stuffed animals, will be delivered to the classroom for a student for a birthday or other life event. If something is delivered to the student at school, it will be given to them as they walk out of the door at the end of the day. Deliveries such as these interrupt the instruction day.

BAND

PIC Students enrolled in band have the option to no longer continue to participate if they so choose. In order to exit from the band, a note from the parent must be submitted to the band director and principal.

TELEPHONE USE AND MESSAGES

Students may be allowed to use the office phone at the discretion of the classroom teacher or principal. The end of the school day is often a busy time in the school office. In order to ensure that students are transported home correctly, we ask that any changes to your child's transportation routine be made as soon as possible. Please make any special arrangements with your child in the morning before he/she comes to school.

LOCKERS

Lockers are issued to students in grades 2-3 and 5 at the beginning of the year by the homeroom teachers. No locks are provided by the school. Due to a limited number of lockers, many students will share lockers. Each student is responsible for keeping his/her locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. Students are not to decorate their lockers or install mirrors. Students are cautioned not to keep money or other valuables in their lockers even if they are locked. We discourage the use of locks on the lockers. Locks often have to be cut off when students lose keys or combinations. If the student uses a lock, then an extra key or combination must be given to any locker mate and also turned into the homeroom teacher.

BICYCLES AT PES

Students' bicycles should be parked in the racks at the northeast end of the building. Students should provide their own locks for security. The school is not responsible for damage or theft of student bicycles. Students should not bother or go near the bicycle racks during the school day. Parents should exercise good judgment about whether or not a child knows and will observe correct traffic and safety rules when riding a bicycle. There is a great deal of traffic around the school just before and after the school day. Discuss bicycle safety with your child thoroughly before allowing him/her to ride a bicycle to school. Bicycles should be walked on school property.

ITEMS BROUGHT TO SCHOOL

Money, expensive toys, equipment, or personal articles should not be brought to school. Students do not need money at school other than lunch or milk money. **All electronic devices, including smart watches, MP3/iPod players, hand-held electronic games, etc., must be in the off position, not visible, nor used before the end of the school day (this includes before school). Laser pointers are not allowed in school.** Failure to follow the above procedures will result in a warning for first offense and parent notification, a detention for a second offense, and an in-school suspension for subsequent offenses. Inappropriate use of an electronic device at school or school-related activities/functions will not be tolerated and subject to disciplinary action up to and including suspension. Electronic devices can be easily taken or damaged. Bulky objects brought to school for show-and-tell, class projects, or recess should be placed in bags to carry to and from school for safety on the buses and in the hallways. Trading cards should not be brought to school.

CLASSROOM TEACHER REQUESTS

Class lists are prepared internally by certified teachers and the building principal. Any concerns with this policy shall be outlined in writing, and submitted to the principal no later than May 1st of the current calendar year.

PEOTONE SCHOOL DISTRICT 207-U STUDENT/PARENT HANDBOOK

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 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 man and his environment and develop attitudes and behavior leading to an intelligent use of the environment; and
13. opportunities for students to solve problems and practice critical analysis and problem solving skills.

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.

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 cannot 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.

ATTENDANCE POLICIES

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.

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:

EXCUSED ABSENCES

1. **Student illness** up to 7 times with parent/guardian contact; 3 consecutive days may require a physician's excuse.
2. **Student illness** beyond 7 times with medical documentation or determination by a school nurse.
3. **Quarantine** as imposed by health officials..
4. **Student medical appointments** with physician documentation.
5. Death in the immediate family (parents, siblings, grandparents).
6. Family emergency without prior parental consent.
7. Observance of a **religious holiday**.
8. **Court appearances** with documentation.
9. **An out-of-school suspension will be treated as an excused absence for the purposes of making up work.**
10. **Family vacation.**

UNEXCUSED ABSENCES

1. Any absence or tardy that the parent/guardian has **not reported** to school.
2. Any absence or tardy that the parent has **not consented** to.
3. Student illness beyond three days without a doctor's note will be unexcused, even with contact from a parent or guardian.
4. **Court appearances without documentation.**
5. Any instance of truancy.
6. Absence or tardiness due to **oversleeping, transportation, or family issues** other than emergency.

ABSENCE PROCEDURES

- A. ***On days when a valid absence is necessary, parents shall telephone the school prior to 9:00 a.m. to report the absence.*** Answering machines are available at all District 207-U schools for this purpose. 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 the 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 report to the office to meet his/her child and complete the sign-out procedure.
- C. **Due to the incidents of school being canceled 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.**

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, parents should contact each teacher in advance regarding make-up work procedures. Teachers will notify students and parents when assignments are due. The teacher may provide anticipated assignments to the student. 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.

Due to the nature of elementary classes lesson plans may change and work given prior to a vacation may not reflect work completed in class. Additional work may need to be completed upon return.

Arrangements may be made to send work home for students who are ill. Inquiries should be made through the school office at the beginning of the school day. 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.

ATTENDANCE - 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.

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.

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.

INCLEMENT WEATHER/SCHOOL CLOSINGS

During the school year, if it is necessary to either dismiss school early 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, school Facebook pages, and inform local television and radio stations including CBS, NBC, ABC, WGN, & FOX. A list of the radio stations follows:

RADIO: 1340 WJOL AM 95.1 WVLI FM
 1320 WKAN AM 89.7 WONU FM

WEBSITE: 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.

If no closing announcement is made prior to 6:30 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.**

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.

SCHOOL FEES

LUNCHES:

GRADES K -12 \$3.00
MILK - GRADES K -12 \$.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. 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	\$4.00
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	\$35.00 / sem
HS Science	\$20.00 / sem	Accounting	\$35.00 / sem
Drivers Ed.	\$250.00 / yr	Spanish	\$35.00 / yr
AP English II, III, IV	\$15.00 / yr	6-12 Chorus	\$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	6-8 Band	\$60.00 / yr
HS Art	\$35.00 / sem	JH Art	\$5.00/ yr
7th Constitutional Workbook	\$6.00/ yr	JH English Workbook	\$10.00 / yr
HS Health	\$5.00/ sem	Anat./Physiology	\$20.00/ sem
4-5 Band	\$50.00/ yr		

MISCELLANEOUS:

HS Parking Permit	\$100.00 per year
Replacement ID Cards	\$7.50
Replacement Student Planner	\$3.00

ATHLETIC PARTICIPATION:

Athletics \$100.00 per sport (no maximum)

Extra-Curricular(s)/ Intramurals \$40.00 per activity or sport

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 the 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.

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 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.

STUDENT ENROLLMENT CARD

When you register your child, you will receive an enrollment card to complete. Filling out this card promptly, completely, and correctly is of utmost importance. This information is kept in the office in case parents need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of two people who can be contacted in a medical emergency or unexpected school closing in case you cannot be reached. Parents shall notify the school if there is a change of address or telephone number during the school year.

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*.

GENDER 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 gender 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, 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:

Mr. Steve Stein, Superintendent	
Name 212 West Wilson, Peotone, IL 60468	

Address sstein@peotoneschools.org	
Email (708) 258-0991 ext. 3100	
Telephone	

Complaint Managers:

Carole Zurales	Mr. Brandon Owens
Name 426 North Conrad Ave., Peotone, IL 60468	Name 212 West Wilson, Peotone, IL 60468
Address czurales@peotoneschools.org	Address bowens@peotoneschools.org
Email 708-258-6955 ext. 4162	Email (708) 258-0991, ext. 1121
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.

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 to complete and sign 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. The state **requires** the parent to complete and sign 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 graders 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 for 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 immunizations requirements MUST be on file prior to the first day of attendance

Requirements by Grade Level:

Preschool Students (PK):

- 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 1st dose being on or after the 11th birthday & second dose on or after the 16th birthday **UNLESS** the first dose was administered after the age 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 and 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 style="text-align: center;">New Students</p> <p>•New students enrolling in an Illinois school for the first time will be required to obtain a physical examination, vision exam, and provide up-to-date immunization record regardless of grade.</p>	<p style="text-align: center;">Medical Authorization Form</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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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.

APPOINTMENTS - MEDICAL

In order to avoid losing valuable education time, try to arrange doctor and/or dentist appointments for your children after school hours or on Saturday. If it is necessary to take your child out of class, please send a note with him/her that day stating the time he/she is to leave for the appointment. Upon returning, the student must report to the office and sign in. In order for such an absence to be considered excused, a doctor's note must be provided.

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 |

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 may require a doctor's note for a child to return to school if the student has missed three or more consecutive days of attendance.

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>

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 - 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 – If a child is identified to have the presence of live lice or nits in their hair parents will be contacted to discuss treatment and student attendance. 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.

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) may 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, 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.

In order 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, 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 that the student is capable of self-administration. Parents must also complete the "Release and Hold Harmless for Medications" section. Please note that in order 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 alternate 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 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 provided 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.

REPORT CARDS

Report cards, in all District 207-U schools, will be issued at the end of each nine-week grading period. Parent conferences will be held during the school year regarding student progress.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student has the responsibility to:

1. Obey all school rules.
2. Be considerate of school property and other facilities.
3. Not to use, distribute, possess, or be under the influence of drugs including tobacco, electronic cigarettes, or alcohol on school property or at school related functions.
4. Respect the authority of teachers and school officials.
5. Respect the individual rights of each student.
6. Use proper language, which is not derogatory or profane, in and about school at all times.

7. Exercise appropriate, socially acceptable behavior in relationships with other students and staff members.
8. Support the school and school related activities to the best of his/her ability.
9. Dress appropriately when attending school and school related functions.
10. Attend school unless ill or prearranged absences have been approved by parents and by school administration.
11. Help maintain a safe school by not bringing dangerous objects including weapons or fire works to school.
12. Be on time for classes and activities.

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

A homeless child, as defined by State Law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

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.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request 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.

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 that 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.

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.

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 shareware 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

Acceptable Use

School devices and services must be used in a responsible, ethical, and legal manner. Individual schools and staff may further limit allowed usage as necessary.

Unacceptable activities include, but are not limited to:

- Posting personal identification information about yourself or others
- Activities which violate any laws
- Downloading unauthorized copies of copyrighted works (music, movies, software, etc)
- Plagiarism
- Misrepresentation of the school or district
- Sending attachments that contain a virus or other harmful file
- Sending messages with any libelous, defamatory, offensive, hateful, racist, inappropriate, sexual, or obscene remarks
- Disguising or attempting to disguise your identity when sending mail
- Bullying or threatening another individual
- Sharing account credentials (usernames and passwords)
- Vandalism/destruction
- Attempting to circumvent any safety, security, or authentication device or mechanism
- Attempting to gain unauthorized access to any system
- Installing software without authorization from technology staff

Privacy and Security

Use of any district equipment or service is subject to audit and monitoring.

The district will take appropriate measures to protect data and information on district servers.

The district cannot and does not guarantee the security or availability of data located on third party systems.

Legal Information

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

G Suite for Education: Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

Gmail	Groups
Google+	Hangouts, Hangouts Chat, Hangouts Meet, Google
Talk	Drive
Calendar	Jamboard
Chrome Sync	Keep
Classroom	Sites
Cloud Search	Vault
Contacts	
Docs, Sheets, Slides, Forms	

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

YouTube
Google Cloud Print

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Peotone CUSD 207U may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- Device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- Log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- Location information, as determined by various technologies including IP address, GPS, and other sensors;
- Unique application numbers, such as application version number; and
- Cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. By default, students cannot share information publicly, but may be allowed to do so in special circumstances. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With Peotone CUSD 207U.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the district. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Dr. Charles J. Vitton, Assistant Superintendent. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Data Processing Amendment (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)

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.

Tank tops, tube tops, short shorts, low-ride jeans, halter tops, tops / dresses with spaghetti straps, or short shirts which show a student's bare midriff will not be permitted. Shirt sleeves must be a least 3 inches in width on the shoulder area. 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 and mini-skirts. Coats and hats are not to 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 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.

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 article of clothing turned inside-out or replaced with a shirt provided by the school.

2nd Offense & = Students will wait in the office to acquire proper articles of clothing or be sent home to change clothing.

Subsequent Offenses =Disciplinary action will be taken.

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

PUBLIC DISPLAYS OF AFFECTION

A policy of restraint will be followed in relationships. In the best interest of the school and students, these relationships should be above criticism. Inappropriate displays of affection will not be tolerated. Appropriate penalties, which may include suspension, will be determined by the principal.

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 will be subject to disciplinary action, restitution, and possible police notification.

CELL PHONES

Students are extended the privilege of possessing cell phones on school grounds; however, their use is limited to non-school days or after student attendance on school days. **The cell phone must be in the off position, not visible, nor used before the end of the school day**

(this includes before school). Text messaging is not permissible. Failure to follow the above procedures will result in a warning for first offense and parent notification, a detention for a second offense, and an in-school suspension for subsequent offenses. Inappropriate use of a cell phone at school or school-related activities/functions will not be tolerated and subject to disciplinary action up to and including suspension.

TOBACCO

Possession, delivery, and/or use of tobacco, tobacco products or electronic cigarettes, 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.

Appropriate penalties, which may include suspension, will be determined by the principal.

ALCOHOL/DRUGS

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 paraphernalia, 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 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 School District 207-U discipline policies, rules and regulations.

CONSEQUENCE: Ten (10) day suspension and completion of an intervention program, or possible recommendation for expulsion.

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 and juvenile authorities 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.

Appropriate penalties, which may include suspension, will be determined by the principal.

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.***

PES and PIC...Appropriate penalties, which may include suspension, will be determined by the principal.

PJHS and PHS.....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. Police may be notified.

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.

DISTRICT 207-U POSITION ON GANGS

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.

Counselors, both school and private, social workers, administrators and faculty members are all available to students with personal or school-related problems. Have your child talk to a trusted adult at school or call for a referral to a professional counselor.

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 may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

In addition, if a student is transferring from a public school from which the student has been suspended or expelled for knowingly possessing in a school building or on school grounds a weapon as defined in the Guns Free Schools Act (20 U.S.C. 8921 et seq.) 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.

STUDENT SUSPENSION AND EXPULSION

§ 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 a 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 alikes" 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.)

FIRE EQUIPMENT/FALSE ALARMS

Students shall not touch fire-fighting equipment located in the school building except to fight an active fire. Students shall not touch fire alarm boxes or switches except to report a fire.

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. Evacuation of the building 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.

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.

ACTIVITY REGULATIONS

All school activities must be scheduled in the office and arrangements made in advance for the use of special facilities, such as the cafeteria, gymnasium, media center, and/or activity room. Activities must be under the direct supervision of school-approved sponsors or advisors. The sponsor/advisor is responsible for the general organization and supervision of activities and is responsible for compliance with applicable rules and regulations. Students will not be excused early from activities. Only assemblies that are deemed to be a valuable part of a student's overall education will be presented.

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 telephoning the school office. All visitors shall report to the school office before contacting any teacher or student.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order to participate in an extracurricular activity on a particular school day, the student desiring participation must have been in attendance at school during the entirety of the school day on which the extracurricular activity is to occur.

Administration may waive this requirement at the sole and exclusive discretion of administration under appropriate circumstances. Students must be in attendance during the day of or day before a dance, except when approved in advance by the administration.

Students receiving one failing grade will be considered ineligible for extracurricular activities for a period of seven days starting with that Monday (or the first day of attendance that week). During these seven days, the Teacher and the student will have a

check-in meeting to become eligible.

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.

HOMEWORK POLICY

Teachers in Peotone District 207-U are encouraged to assign reasonable amounts of homework in grades K-12. Parents should expect their children to do some homework almost every evening.

SPECIAL EDUCATION SERVICES--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.

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.

SAFETY REGULATIONS

Snowball throwing on school grounds or inside school buildings will not be tolerated. Serious accidents have resulted from this practice. The bringing of, or the use of, water guns or water balloons inside or outside school buildings or on the school buses is prohibited.

SUBSTITUTE TEACHERS

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 will receive double the discipline normally granted and a minimum of one month social probation at the junior high and senior high school levels.** Repeated instances will be dealt with by issuing Saturday Schools or out-of-school suspensions at the junior high and senior high school levels.

HALL 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.

CLASSROOM CONDUCT--PREPARATION

Each student shall be orderly and respectful of others at all times. Each student shall arrive for each class prepared for the class by having in their possession a pen or pencil, notebook paper, required textbooks, and such other materials as may be required by the classroom teacher. Students should realize that a dismissal from a class session constitutes a most serious violation on the part of the student and will be treated accordingly by the principal.

SOCIAL PROBATION

In some cases, as a means of further discipline, all participation in or attendance at activities (such as dances, athletics, band concerts, musicals, plays, clubs, organizations, field trips, school parties, assemblies) will be forfeited for a period of time to be determined by the administration.

CLASSROOM DISHONESTY/ 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.

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 may result in an academic penalty with possible suspension and expulsion, and the assignment must be fulfilled satisfactorily before credit is awarded for the quarter.

CURRICULUM

Peotone Elementary, Peotone Intermediate Center:

Each school shall provide coordinated and supervised study in the following general curriculum areas: language arts, reading, and other communication skills; science, mathematics, social studies, music, art, health education, physical education, career education, safety education, conservation of natural resources, the prevention and avoidance of drug and substance abuse, American patriotism and the principles of representative government, and the proper use and display of the American flag.

Peotone Junior and Senior High School:

Students shall refer to the Course Description Handbook for complete information on all courses offered at Peotone Jr. and Sr. High School and the Kankakee Area Career Center.

TESTING

Each year the state administers a statewide assessment. For the 2020-2021 school year students in grade three, four, and five will take assessments in math and reading.

Each individual school sets the testing dates for Illinois Assessment of Readiness. The test window will be 30 days in length, close to the end of the school year.

All students in grades K-5 will be tested three times a year. PES uses short 1-8 minute assessments and PIC uses NWEA MAP in September, December and May, as part of part of our RTI plan. Teachers will meet and discuss the results of the tests to determine if educational interventions are needed. Interventions can be provided in the regular classroom or in an alternate setting.

PEOTONE ELEMENTARY POSITIVE BEHAVIOR EXPECTATIONS

Peotone Elementary's Positive Behavior Incentive Program is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Peotone Elementary School follows the principles and philosophies of PBIS. Our school wide expectations are Be Safe, Be Respectful, and Be Responsible. Behavior matrices with what this looks like/sounds like in each area of the building are taught and modeled to all students and reviewed throughout the year. Each classroom has an individual classroom management plan that connects to our school-wide expectations. The consequence for students who do not follow expectations may range in disciplinary action from a warning, lunch/recess detentions, loss of participation in a special event, up to suspension or expulsion. The nature of the offense, the number of times the offense has occurred, and the age and developmental level of the child will be taken into consideration when assigning consequences. Each child receives the opportunity to start each day with a clean slate. Students are rewarded for their positive behavior with a POP Ticket (Pride of Peotone).

SPECIAL RECOGNITION AWARDS

Students will earn POP Tickets (Pride of Peotone Tickets). There are several layers of awards that can be earned with these tickets including POPstar Status and quarterly rewards.

CONSEQUENCES

The consequence for students who are not making appropriate choices may range in disciplinary action. **Possible consequences for these actions may include but are not limited to:**

Conference with Student

Alternative Indoor Recess Activity

Lunch Detention

Loss of Privileges

Parent Contact

Referral

Think Sheet

Apology/Restitution

Behavior Contract

In-School Suspension

Out-of-School Suspension

Loss of Participation in Special Event

PEOTONE INTERMEDIATE CENTER POSITIVE BEHAVIOR EXPECTATIONS

- Be at school every day, prepared with materials and ready to learn
- Follow directions given by school personnel
- Treat staff and peers with respect; respect the rights of others to learn and be safe
- Keep hands, feet and objects to yourself
- Respect school and private property and share in the responsibility of maintaining school cleanliness and pride. Be respectful in the hallways, giving right-of-way when necessary
- Walk quietly and respectfully in the hallways

PEOTONE INTERMEDIATE CENTER BEHAVIOR EXPECTATIONS

All PIC students navigate throughout the school under the guidelines of our Character Education Program. Character Education is a learning process that enables students and adults in a school community to understand, care about and act on core ethical values such as Respect, Responsibility, Citizenship, and Motivation.

Each month we focus on a specific Character Trait. Throughout the month, our students learn about the various ways each Character Trait affects their relationships with family, friends, teachers, their community, and their personal growth. In addition, we identify a boy and girl from each grade as a "Student of the Month" who embody the Character Trait reinforced throughout the month. Monthly and quarterly assemblies/activities are scheduled throughout the year promoting continued reinforcement of our core ethical values and our monthly Character Traits.

PIC "Think Sheets" are used as a format for students to reflect on a behavior incident, how their decisions and actions affect others, what they would do differently, and an opportunity for students to reflect with their teacher. An Office Referral Form will result in a direct visit to the office. Office Referrals are used to document behavior that is not in line with our Character Education Program. Each classroom teacher implements individual classroom management plans that are in line with our school-wide expectations and core ethical values. Embedded into each classroom management plan is a tiered system that encourages positive choices and tiered consequences.

The consequences for students who do not follow school-wide expectations may range in disciplinary action from a warning, lunch/recess detentions, loss of participation in a special event, up to suspension or expulsion. The consequence for students who are not making appropriate choices may range in disciplinary action as follows:

CONSEQUENCES

Possible consequences for these actions may include but are not limited to:

Time Out	Conference with Student
Recess and/or Lunch Detention	Apology/Restitution
Behavior Contract	Think Sheet
Loss of Privileges	In-School Suspension
Parent Contact	Out-of-School Suspension
Referral	Loss of participation in a special event

The nature of the offense, the number of times the offense has occurred, and the age and developmental level of the child will be taken into consideration when assigning consequences. Each child receives the opportunity to start each day with a clean slate. Parents are notified by the principal each time a student visits the office as a consequence for not following school-wide expectations. A separate form will be used to communicate any suspensions and/or expulsions. All suspensions and expulsions are subject to federal and state laws regarding disciplinary procedures. School officials may also request a conference with the parent/guardian, the development of a behavior management program, social work services for the student, or may consider a referral for a behavior or emotional disorder case study. Serious offenses may go directly to the fourth step in this process.

PES/PIC PLAYGROUND REGULATIONS

On the playground, students will be expected to play safe and appropriate games; use the equipment safely and properly; keep their hands, feet, body, spit, and objects to themselves; use appropriate language; line up quickly when the whistle is blown to come back into the building; and obey the teacher/supervisor at all times.

Snowball throwing on school grounds or inside school buildings will not be tolerated. Students may not throw objects from the playground such as gravel, seeds, marbles, sticks, etc. at any time. The use of hard balls such as baseballs will be prohibited. The bringing of, or

the use of, water guns or water balloons inside or outside school buildings or on the school buses is prohibited. Teachers/Supervisors will stop any activity that appears likely to result in an injury or fight. They will give warnings, restrict equipment use, restrict game involvement, issue time outs, and/or refer the students to the principal if the student does not respond to any of these measures.

Classes will go outside for recess unless the weather is inclement or the temperature drops below 15 degrees Fahrenheit with wind chill.

GRADING SCALE

Early Childhood

E=Exceeds Expectations
M=Meets Expectations
D=Developing

Kindergarten, 1st, 2nd, 3 K-3 Art, Music, and PE

3=Secure/Meets
2=Developing
1=Beginning

Grades 4-12

<u>Grade</u>	<u>Percentage</u>
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 & Below

SUMMER READING PROGRAM

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: Students entering grade six will read one book, which has been carefully chosen by the teachers in the Sixth Grade 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 available on the school website. This will give students access to all necessary information. To download a study guide go to: <http://pjhs.peotoneschools.org/>. Students will receive a grade for the summer reading program.

Policy: If a new student registers at least two weeks 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 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 for that school year.

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.

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 immediately through the emergency doors and the main door. Emergency doors are on all buses, and riders should note the location upon entering the bus.

All buses also have emergency exit windows accessed by first lowering the top half and then pushing the window out. 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.

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 waste paper 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. Students who are riding the bus home with another student must have the written permission of a parent, permission from the principal, and permission from the bus driver in case the bus would be overloaded. This applies to PES students for babysitting purposes

only.

19. It shall be noted that video / audio surveillance may be utilized to monitor bus conduct, when deemed necessary.

MISCONDUCT BY A STUDENT RIDING SCHOOL BUSES AND / OR VEHICLES

**RULES AND REGULATIONS CONCERNING BUS RIDING FROM THE PJHS & PHS HANDBOOK ADDED TO THIS
SECTION OF PES/PIC PARENT/STUDENT HANDBOOK**

PER THE PJHS & PHS HANDBOOK:

**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, 2, 3, 4, 5, 6, 7, 8(?), 9, 10, 11, 13, 14, 15, 16, 17 & 18 ARE RECOMMENDED

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 the building principal. The principal may notify the parent/guardian.

Disciplinary Consequences: Verbal Reprimand / Possible Detention through permanent removal from the bus depending on the frequency and seriousness of the offense.

Based upon the offense, the building principal has the discretion to alter the consequences stated.

TRANSPORTATION

Bus routes have been established and are available in the office of each school. Parents are reminded that all kindergarten students eligible for transportation including students attending half-day will be transported to and from school except on the first day of school.

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.

It is the district's expectation that students through grade 2, who either walk or are dropped off at home via school bus, have at least older sibling supervision. Students who do not have appropriate supervision will not be released.

TRANSPORTATION CHANGE FOR REGULAR DAYCARE PURPOSES

When a parent has established a regular daycare routine and needs his/her child to go home on a different bus or be dropped off at a different location from the assigned stop, the following steps must be followed:

1. The parent shall request the change in the child's drop off location or bus stating the date(s), route (a.m. / p.m.) and /or exact location of the drop off. The building administrator and the transportation director must approve such requests; however, requests may be denied. Requests made near the end of the school day may not be able to be honored.
2. A copy of the signed note must be given to the bus driver. If a parent changes child care arrangements that require changes in bus transportation, the parent must follow the steps above. Child care arrangements should be consistent to avoid confusion.

We cannot accept verbal notification from the child of any changes. If we do not have a written note from the parent, the child will ride the regularly assigned bus and be dropped off at the usual location.

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. Official school records will be sent from Peotone Schools to the receiving 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.

PEOTONE JUNIOR HIGH SCHOOL & HIGH SCHOOL ACTIVITY CODE

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 6-12 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, alcohol, 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

1. **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.
2. **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.
3. **Sport:** Sport means any interscholastic sport sponsored by Peotone Community Unit School District 207-U and includes Dance Team (pompons).

CONFERENCE AFFILIATION

Peotone Junior High School is a member of the Kan-Will Conference and Illinois Elementary School Association (IESA). 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.

Peotone High School is a member of the Interstate-8 Conference and Illinois High School Association (IHSA). 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 Junior and Senior High School.

WHEN THIS ACTIVITY CODE IS IN EFFECT

The rules set forth in this Activity Code are in effect throughout the year from the first tryout, meeting or practice session for any particular sport or activity a student attempts until the end of the student's eligibility, twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale.

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 INCLUDING INTRAMURALS:

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 permission slip to participate in the specific activity in which the student intends to participate signed by the student's decision making authorized parent or guardian; 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.

Students seeking to participate in activities other than athletics shall comply with items 2 and 4 herein above.

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. 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 trancies 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.

ELIGIBILITY

For the Junior High School, eligibility shall be governed by the rules of the IESA and all applicable school board policies, rules, and regulations. 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, whichever, is appropriate shall apply.

For the High School, eligibility shall be governed by the rules of the IHSA and all applicable school board policies, rules, and regulations. 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, whichever, is appropriate shall apply. To retain eligibility, a student must have passed 25 semester hours of academic course work in the semester preceding his or her eligibility and must have passed 25 semester hours of academic course work in the week preceding his or her eligibility.

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.

5TH GRADE AND JUNIOR HIGH ELIGIBILITY - GRADES:

Student athletes are students first. Therefore, the student athlete's grades will be checked every week during their season. Every Monday an Athletic Eligibility list of student athletes, provided by the coach, will be distributed to the teachers for them to check the student athlete's grades. The list is due back to the Athletic Director by that Friday of that week. This determines the status of the student athlete for the following week (Monday - Saturday). A student athlete is defined ineligible if the student athlete is failing one or more classes. The consequences of being ineligible are as follows:

- A. The first time a student athlete is ineligible, they may practice the following week (Monday - Saturday), but may not participate/dress for any athletic contest(s).
- B. The second time a student athlete is ineligible they may not practice or participate/dress for any athletic contest(s) (Monday - Saturday).
- C. The third time a student athlete is ineligible the student athlete will be dismissed from the team.

*At the conclusion of the said season, the student athlete will be eligible and encouraged to tryout for the next sport 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 PJHS 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.

STUDENT INJURY

No student shall be permitted to participate in an activity if the nature or extent of an injury to the student dictates that the student should be withheld. When doubt exists as to the ability of the student to participate, practice, or compete, competent medical advice shall be solicited.

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.

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.

LOCKERS

Lockers are school property and are loaned to students for their temporary use. Lockers are subject to search by school officials at any time. It is the student-athlete's responsibility to maintain his/her locker in an appropriate manner. (Clean and organized)

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 an 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.

TRAINING RULES

The coach of each sport may establish training rules which shall apply to each student athlete participating in the sport, provided however, such rules shall not be inconsistent with the rules provided herein. Training rules, the purpose of which shall be to enhance the educational experience, provide for the safety, or protect the physical well-being of the student athlete, shall be subject to the approval of the superintendent of schools. Before the adoption of any training rule(s), the proposed rule(s) shall be submitted to the athletic director who shall submit the rule(s) to the superintendent of schools for approval.

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

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, 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 or activities at any time. This prohibition shall include all school-sponsored or related activities, whether held before or after school, evening 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 extra-curricular program. 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.

DEPORTMENT AND CONDUCT

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 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.

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.

***NATIONAL SUICIDE PREVENTION LIFELINE: 1-800-273-8255, Web:**

<https://suicidepreventionlifeline.org/>

The National Suicide Prevention Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. We're committed to improving crisis services and advancing suicide prevention by empowering individuals, advancing professional best practices, and building awareness.

***SAFE2HELP: Text: (SAFE2 or 72332) Email: HELP@safe2helpil.com**

Phone: 1-844-4-SAFEIL Web: www.safe2helpil.com

The Safe2Help program is a confidential help line. Reporters will be encouraged to provide their name and contact information, but it isn't a requirement. Information received by Safe2Help is exempt from the Freedom of Information Act (FOIA) reporting rules and can only be accessed under limited conditions by a court order.

***SCREENING, ASSESSMENT AND SUPPORT SERVICES (SASS)/CARES line:**

1-800-345-9049

Web: <https://www2.illinois.gov/hfs/MedicalProviders/behavioral/sass/Pages/sasshome.aspx>

In an effort to provide improved coordination in the delivery of mental health services to youth, Illinois developed the Screening, Assessment and Support Services (SASS) program for children and adolescents experiencing a mental health crisis.

The SASS initiative is a cooperative partnership between the Department of Children and Family Services (DCFS), the Department of Healthcare and Family Services (HFS) and the Department of Human Services (DHS). The development of the tri-department SASS program created a single, statewide system to serve children experiencing a mental health crisis whose care will require public funding from one of the three agencies. This program features a single point of entry (Crisis And Referral Entry Service, CARES) for all children entering the system and ensures that children receive crisis services in the most appropriate setting.

If you are in need of SASS Services or experiencing a mental health crisis, please contact the CARES crisis line at 1-800-345-9049.

WHERE TO GO FOR HELP

ABUSE

Child Abuse/Neglect Hot Line 1-800-252-2873

ALCOHOL AND DRUGS

Drug and Alcohol Abuse Hot Line 1-800-553-7160

We Tip Hot Line (for reporting crimes) 1-800-732-7463

COUNSELING

Aunt Martha's 1-708-747-2701

Harbor House/Crisis Line

KC-CASA/HOT LINE 1-815-934-3322

EATING DISORDERS

Anorexia and Bulimia Hot Line 1-800-772-3390

HEALTH SERVICES

ACS 1-815-485-9500

AHA 1-800-824-5095

Will County Health Department 1-815-727-8480

American Lung Association 1-815-844-3480

NATIONAL YOUTH CRISIS HOT LINE

1-800-448-4663

PARENTING--TOUGH LOVE

1-800-333-1069

SCHOOL VIOLENCE HOT LINE

1-800-477-0024

SUICIDE AND POISON PREVENTION

Poison Control
Suicide and Crisis Intervention

1-815-937-2100
1-800-248-7475

SEXUALLY TRANSMITTED DISEASES

Illinois AIDS Hotline
Venereal Disease Hot Line

1-800-243-2437
1-800-252-8989

TEEN PREGNANCY

Parents Too Soon Hot Line

1-800-422-5587

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 if there is 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 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 _____ Date _____

Printed Name of Signatory _____

Student's Name _____ Grade _____

Phone Number _____