

# **Pearl City School District #200**

## **District Handbook**



**2021 - 2022**

**“Inspire in Everyone a Passion to Excel”**

**Home of the Wolves**



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## Pearl City School District #200

### 2021-2022 Important Dates to Remember

August 5	Fall Sports Meeting
August 12	Fall Sports Pictures
August 18	Teacher Institute
August 19	Teacher Institute
August 20	First Day of Student Attendance <b>Full Day (dismiss at 1:00)</b> Pre-K and Kindergarten Parent Meeting
September 2	Lifetouch picture day for Daycare- 12th grade
September 6	No School – Labor Day
September 17	Early Student Dismissal 11:15 School Improvement
September 26	Homecoming
October 6	Winter Sports Meeting
October 11	No School – Columbus Day
October 15	End of 1st Quarter
October 21	Lifetouch picture Retakes for Daycare - 12th grade
October 27	Early Dismissal 1:00 - Parent Teacher Conferences 2:30 - 7:30pm
October 28	Early Dismissal 1:00 - Parent Teacher Conferences 2:30 - 7:30pm
October 29th	No School
November 2	Winter Sports Pictures (HSBB, HSGB, JHBB)
November 11	Early Student Dismissal 11:15 School Improvement
November 24	Early Dismissal 1:00
November 25 & 26	No School – Thanksgiving Break
December 17	End of 2 <sup>nd</sup> Quarter - Early Dismissal 1:00
December 20 - 31	No School - Winter Break
January 3	School Resumes after Winter Break
January 11	Winter Sports Pictures (JHGB, Speech, Scholastic Bowl)
January 14	No School - Teacher Institute
January 17	No School – Martin Luther King Day
February 18	Early Student Dismissal 11:15 School Improvement
February 21	No School – Presidents’ Day
February 23	Spring Sports Meeting
February 25	Elementary Spring Pictures (Daycare - 8th)
March 8	Spring Sports Pictures
March 10	Open House
March 11	End of 3rd Quarter      Early Dismissal 11:15 School Improvement
March 25	Early Dismissal 1:00
March 28 - April 1	No School – Spring Break
April 4	School Resumes
April 15 & 18	No School
April 19	School Resumes
May 7	Prom
May 22	Graduation
May 25	End of 4th Quarter - Early Dismissal 1:00 Last day of school if <u>no</u> emergency days are used
May 26	Teacher Institute
May 30	Memorial Day
June 9	Last day of school if <u>all</u> emergency days are used



# WELCOME TO PEARL CITY SCHOOL DISTRICT

## MISSION STATEMENT

*In partnership with parents and community, we will promote educational excellence in a positive environment to inspire lifelong learning and responsible citizenship.*

This handbook was prepared with the student in mind. Its purpose is to acquaint students with our school community. It is necessary that all students read the handbook carefully and ask questions if any part is not clear. Students and parents are responsible for reading and abiding by all policies in this handbook. This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at [www.pcwolves.net](http://www.pcwolves.net). The handbook is a guide. For further clarification of Pearl City School District's procedures or policies, please refer to the School Board of Education Policies.

## BOARD OF EDUCATION

Chad Bremmer, President    Scott Johnson, Vice President    Nikki Keltner, Secretary  
Wayne Crackenberger    Carlee Tessendorf    Tim Pauley    Nicole Sheffey

### **Board Meetings:**

Regular School Board meetings are usually held on the third Wednesday of each month at 6:30 p.m. in the Pearl City High School IMC. The public is invited. All communications to the Board of Education are to be in the hands of the Superintendent twenty-four hours before a meeting in order to be considered at that meeting. Also, a "public comment" time is scheduled during each meeting. Pearl City School District is located at 100 S. Summit, Pearl City, IL 61062.

### **Grievance Procedure:**

The Board recognizes that situations may arise in the operation of the system which are of concern to parents or the public. Such concerns are best dealt with through communication with the appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the Board. The following guidelines are suggested as the proper procedures to be followed by persons with questions or complaints:

- Matters concerning individual students should first be addressed to the teacher.
- If the matter is unsettled, problems and questions concerning individual schools should then be directed to the principal of the school.
- If the unsettled matter was not resolved with the teacher and principal, problems and questions should be directed to the Superintendent.
- If the matter cannot be settled after following the above procedures, it should be brought to the Board of Education.

## **ADMINISTRATION**

Michael Schiffman	Superintendent	mschiffman@pcwolves.net
Ben Asche	JR/SR High Principal	basche@pcwolves.net
Brent Chrisman	Elementary Principal	bchrisman@pcwolves.net

## **ELEMENTARY STAFF**

TBD	Blended Preschool	TBD
JoDeen Bunker	Kindergarten	jbunker@pcwolves.net
Danielle Kempel	Kindergarten	dkempel@pcwolves.net
Kelly Lawler	1 <sup>st</sup> Grade	klawler@pcwolves.net
Nicole Merboth	1 <sup>st</sup> Grade	nmerboth@pcwolves.net
Shannon Duncan	2 <sup>nd</sup> Grade	sduncan@pcwolves.net
Judy Robinson	2 <sup>nd</sup> Grade	jrobinson@pcwolves.net
Jody Pauley	3 <sup>rd</sup> Grade	jpauley@pcwolves.net
Milena Teske	3 <sup>rd</sup> Grade	mteske@pcwolves.net
Allison Brouhard	4 <sup>th</sup> Grade	abrouhard@pcwolves.net
Kayleigh Jones	4 <sup>th</sup> Grade	kjones@pcwolves.net
Barb Visel	5 <sup>th</sup> Grade	bvisel@pcwolves.net
Kylee Schlemme	5 <sup>th</sup> Grade	kschlemme@pcwolves.net
Janet Rauch	6 <sup>th</sup> Grade	jrauch@pcwolves.net
Sandy Scott	6 <sup>th</sup> Grade	sscott@pcwolves.net
Alexandra Collins	PE	acollins@pcwolves.net
Shauna Endress	Title I/Reading	sendress@pcwolves.net
Katelyn Pickard	Special Ed.	kpickard@pcwolves.net

## **SECONDARY STAFF**

Sean Downey	PE/Social Studies	sdowney@pcwolves.net
Jamie Graf	English	jgraf@pcwolves.net
Joel Zink	Business/Computers	jzink@pcwolves.net
Deb Hamilton	Math	dhamilton@pcwolves.net
Steve Hawkinson	Drivers Ed/PE/Health	shawkins@pcwolves.net
Bill Johnson	Social Studies/Math	bjohnson@pcwolves.net
Craig Kreiser	School Counselor	ckreiser@pcwolves.net
Adrian Kostallari	English	akostall@pcwolves.net
Kristen Gallagher	Agriculture	kgallagher@pcwolves.net
Kim Lorig	Science	klorig@pcwolves.net
Ashley Moore	Science	amoore@pcwolves.net
Jennifer Pitts	Special Ed.	jpitts@pcwolves.net
Devin Servin	Social Studies	dservin@pcwolves.net
DJ Scott	Language Arts/AD	djscott@pcwolves.net
Megan Spahr	Special Ed.	mspahr@pcwolves.net
Heather Tessendorf	PE	htessendorf@pcwolves.net
Sarah Boyer	Spanish	sboyer@pcwolves.net
Kristi Fransen	Math	kfransen@pcwolves.net

## **DISTRICT STAFF**

Tammy Ehlers	Music	tehlers@pcwolves.net
Matt Milam	Band	mmilam@pcwolves.net
Jen Petta	Speech	jpetta@pcwolves.net
Beth Schneider	Administrative Assist.	bschneider@pcwolves.net
Janis Sheffey	Bookkeeper	jsheffey@pcwolves.net
Courtney Smith	Art	csmith@pcwolves.net
Brenda Forth	Administrative Assist.	bforth@pcwolves.net
Barb Vines	School Psychologist	bvines@pcwolves.net
Kim Williams	School Nurse	kwilliams@pcwolves.net
Scott Woodley	IT	swoodley@pcwolves.net



# **GENERAL SCHOOL**

## **INFORMATION**

<b>Breakfast Bell</b>	<b>7:30 a.m.</b>
<b>JR/SR High Entry Bell</b>	<b>7:45 a.m.</b>
<b>First Bell Rings</b>	<b>7:55 a.m.</b>
<b>School Day begins</b>	<b>8:00 a.m.</b>
<b>School day ends</b>	<b>3:10 p.m.</b>
<b>Buses leave</b>	<b>3:15 p.m.</b>

**Students are required to sign in after 8:00 and sign out when leaving before 3:10 in the Main Office.**

Students should arrive at school no earlier than 7:30 a.m. unless prior arrangements have been made with the teacher or principal.

Students should wait at designated areas before school. Students are not allowed in the cafeteria before school if they are not eating breakfast. There is no supervision outside of the building before 7:45 a.m. Children arriving earlier than 7:45 a.m. frequently find it difficult to settle down because they are overstimulated due to extended periods of play before school starts.

Students are considered tardy when not present in the room by 8:00 a.m. When a student is tardy, a written excuse should be sent to the teacher/principal. Even with an excuse the student will still be counted tardy.

Elementary Lunch times are dependent on individual classroom schedules but are between 11:00-12:30.

### **JR. HIGH / HIGH SCHOOL SCHEDULE:**

Period 1	8:00 - 8:44
Period 2	8:47 - 9:30
Period 3	9:33 - 10:16
Period 4	10:19 - 11:02
Period 5	11:05 - 12:32
Period 5A	Lunch 11:02-11:32 Class 11:35-12:32
Period 5B	Class 11:05 -11:32 Lunch 11:32-12:02 Class 12:05-12:32
Period 5C	Class 11:05-12:02 Lunch 12:02-12:32
Period 6	12:35-1:18
Period 7	1:21-2:04
Period 8	2:07-2:37 (JH 2:07-2:50)
Period 9	2:40-3:10 (JH 2:50-3:10)



### **STUDENT USE OF BUILDING**

Students will not be permitted to be any place in the building other than the lobby before 7:45 am and after 3:30 pm unless under the supervision of a member of the teaching staff or an activity sponsor. If any authorized group of students is using the building before or after school or during the evening, they will be using it through the sponsorship of some staff member and the sponsor will be responsible for all the actions of the students during the time they are in the building.

The building will be secured during the school day. After dismissal, the school will be closed and locked at 4:00 pm. Students may only be in the building during school hours or after school if they are taking part in a supervised extra-curricular activity.

### **WEBSITE / CALENDAR**

The Pearl City School website will have the most current information. It is updated regularly when calendar changes are made. It can be found at **pcwolves.net**. All families receive a district calendar in the mail. Each monthly newsletter will also have any updated calendar information. Please use the calendar to remain aware of important dates throughout the school year. All calendars are subjected to change.

### **FIELD TRIPS**

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

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

If you are chaperoning a field trip, you cannot post pictures of other students to your personal Facebook, Twitter, or other social media. If you take a picture and feel it is one you would like to share please share it with the classroom teacher for it to be posted on the school-affiliated website.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **ALCOHOL, E-CIGARETTES, DRUGS, AND TOBACCO**

Alcohol, E-Cigarettes, Drugs, and Tobacco are strictly prohibited from being on school property. This includes all athletic fields as well.

### **VENDING MACHINES/CANDY/GUM**

Vending machines are to be utilized by 7<sup>th</sup>-12<sup>th</sup> grade students. Pop, candy and gum are not permitted unless permission is given for special occasions.

### **LOCKERS**

Students in 4<sup>th</sup>-12<sup>th</sup> grade will be assigned a hall locker and lock. No stickers of any type or lewd or indecent photos or memorabilia should be attached to the locker. Locks must be returned at the conclusion of the school year or a \$5.00 fee will be charged. Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school works to protect all personal properties, but is not responsible for them. Protect yourself, lock your locker.

### **INVITATIONS & GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

### **VOLUNTEERS/VISITORS AT SCHOOL**

Volunteers and visitors are always welcome. Everyone is asked to check in at the office when they visit. Volunteers and visitors must have approval of the principal and teacher. It is common courtesy to call ahead to speak to teachers. During the school day, their primary duty is to provide instruction and supervision for students. Before and after school and during prep times teachers are available for conferences and questions. Volunteers and Visitors must sign in at the main office and wear a tag to identify themselves as a guest. Volunteers and visitors are expected to abide by all school rules; those who fail to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties.

### **PHONE CALLS AND MESSAGES**

Office telephones are for official school business. Students will be permitted to use office telephones in an emergency or with the permission of one of the office staff. Staff will accept calls or messages for students from a parent or guardian only. Please make sure your child comes to school prepared to avoid excessive use of the phone. Calling after 2:30 to inform us about changes in the routine gives the staff limited time to get the message to the teacher and the student.

### **EARLY DISMISSAL**

Announcements concerning school closing will be made through the School Messenger Calling System and over WFPS 92.1, WCCI 100.3, and local television. It is important to instruct your child where to go in the event school is dismissed early and you are not home.

Each parent needs to complete the Early Dismissal section on the school contact form. The School Messenger Calling System will call the phone number on file, so it is important that contact information is updated when changes are made. The classroom teacher has been instructed to send the child to that address, in case of early dismissal. WE WILL NOT ALLOW YOUR CHILD OR CHILDREN, AT ANY TIME, TO GO HOME WITH ANYONE ELSE UNLESS WRITTEN PERMISSION HAS BEEN GIVEN. Therefore, if you change work numbers, babysitters, or have another person to contact PLEASE NOTIFY THE SCHOOL SO WE CAN UPDATE SKYWARD TO MAKE CHANGES. Please make sure that your email is on file along with a cell phone number in case School Messenger is not working and we must send a text.

With approximately 500 students in the district, it is impossible to notify all parents of an early dismissal. Your child MUST know ahead of time what to do in case of an early dismissal. In-town students will not be allowed to call unless they have an unusual circumstance.

### **MEDICAID DATA RELEASE-SPECIAL EDUCATION STUDENTS ONLY**

If your child receives special education services and is also Medicaid eligible, Pearl City School District can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. Families would need to apply for Medicaid on their own; it is not done through or by Pearl City School District.

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

Your Child's case manager will ask you to sign a letter giving Pearl City School District your consent to release information to Medicaid OR objecting of the release of information to Medicaid.

Regardless of your decision the Pearl City School District must continue to provide, at no cost to you, the services listed in your child's IEP.

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

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

Your continued consent allows the Pearl City School District to recover a portion of the costs associated with providing health services to your child.

### **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact Ben Asche– JR/SR High School Principal or Brent Chrisman– Elementary School Principal at (815) 443-2715.

### **MANDATED REPORTERS**

All school personnel are required by law to report any suspected cases of child abuse or neglect to the Illinois Department of children and Family Services.

### **HOMELESS INFORMATION**

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

### **SEX OFFENDER & VIOLENT OFFENDER NOTIFICATION LAW**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

### **SAFETY DRILLS**

Safety drills will occur throughout the school year. Students are required to comply with directives of school, fire and law officials during emergency drills. Drills will include: evacuation, severe weather (tornado), law enforcement (lockdown) and bus safety. **During these drills**

**students could leave the school grounds and go to St. John's Lutheran Church 229 S. First Street, Pearl City.** Drills may not be preceded by a warning to students or staff.

### **PESTICIDE APPLICATION NOTICE**

The District maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. To be added to the list, please contact the Main Office: 815-443-2715.

### **TUITION INFORMATION FOR NON-RESIDENTS**

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. A non-resident student's parent(s)/ guardian(s) have the right to petition the School Board to request the ability to attend school on a paying tuition basis.
2. The student can attend on a year-to-year basis. Approval for any one year is not authorization to attend the following year.
3. Students will only be accepted if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
5. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school each day.

### **STUDENT/PARENT NOTIFICATION OF RIGHTS**

Pearl City School District complies with the following legislative directives.

#### **PARENT'S RIGHT TO KNOW**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, you will receive an explanation of the qualifications of your child's teacher(s). You will also receive information regarding the names and qualifications of any paraprofessionals that works with your child.

#### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford parents, until the student is 18, and students over 18 years of age (eligible students) certain rights with respect to the student's education records: They are:

1. The right to inspect and review the student's education records within 15 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 are inaccurate or misleading. Parents or eligible students may ask Pearl City District 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 their request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a 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 contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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 are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

# ACADEMICS



## SKYWARD PROGRAM – STUDENT/PARENT ACCESS TO GRADES

Skyward offers parents/guardians the opportunity to check student progress in all classes via the internet. Please call the school and a password will be provided for your access at home or work.

## MAKE-UP WORK PROCEDURES

Students are responsible to go to each individual teacher on the first day back from their absence between 7:45 and 8:00 am to get their assignments. Each teacher should designate a place where students can obtain their make-up work. A student will be allowed 2 days for each day they have an excused absence (up to a maximum of 10 days) to make up work, unless the absence was prearranged. The individual teacher and the Principal will determine make-up work for extended illnesses.

## HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on the student's ability, grade level and teacher.

## K-8 PROMOTION

Pearl City School does not follow the practice of "Social Promotion", and placement in the following grade must be earned before students are promoted. Student progress will be monitored on an on-going basis by teachers, administrators, and parents to ensure appropriate academic progress. The decision as to pupil placement (retention or acceleration) shall be made by the school principal after careful consideration of the following:

1. Teacher Recommendation.
2. Attendance.
3. Grades.
4. A student who fails their grade level benchmarks will be considered for retention. Grade Level Benchmarks are the very minimum skills required for students.
5. A student who fails mathematics or reading for the year will be required to attend summer school or will be retained at current grade level.

## GRADE REPORTING

Report cards are issued four times during the school year (except for kindergarten students). Report cards will be posted to the Skyward Portfolio for parents and student access. Parents may request a hard copy by contacting the office. Parents can keep that copy of the report card. Parents can also view their child's assignments, grades and attendance online at our Skyward Family Access. Parents should contact the Main Office, 443-2715, to receive their password to access their child's information.

### **HONOR ROLL**

Three levels of honor roll will be printed each nine weeks and at semester to recognize achievement.

Highest Honors ~ to be eligible must have all A's

High Honors ~ to be eligible must have A's and B's without C's, D's, or F's

Honors ~ to be eligible must have A's, B's & only 2 C's without 3 C's or more, D's, or F's

### **GRADING SCALE GRADES K-1**

M = Student is highly motivated & has mastered the goal

S = Student is showing satisfactory progress

N = Student needs to show improvement

### **GRADING SCALE GRADES 2 - 12**

Grades will be determined on the following scale:

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

59 - 0 = F

An incomplete (I) means that a student has not completed all of his/her assignments and may result in failure (F) if work is not made up.

The grading system will be based on a nine (9) week period. Two nine (9) week periods will constitute a semester. Your nine (9) week averages and your semester test scores will determine the semester grade, which is part of your permanent record and the grade that will appear on the student's transcript.

The highest grade that a student may achieve is a 100%.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades 3<sup>rd</sup> – 8<sup>th</sup> will take the IAR. Juniors in High School will be taking the SAT. Sophomores and Freshmen will take the PSAT. Students in the 5<sup>th</sup> grade, 8<sup>th</sup> grade, and Juniors will take the Illinois Science Assessment. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students in achieving their best by doing the following:

1. Encourage students to work hard and study throughout the year.
2. Ensure students get a good night's sleep the night before exams.
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.



4. Remind and emphasize for students the importance of good performance on standardized testing.
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils or a charged Chromebook.
6. Teach students the importance of honesty and ethics during the performance of these and other tests.
7. Encourage students to relax on testing day.

Students will be assessed with a universal screener such as AIMSweb or MAP to determine if the student is meeting grade level benchmarks and is in need of Rtl interventions at least 3 times each year (Fall/ Winter/Spring).

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements.
2. Being in good standing
3. Completing all courses described below, as determined by when the student entered the 9th grade.
  - a. Taking the SAT.
  - b. Four years of English- two years of writing intensive is built into the English Courses.
  - c. Three years of Mathematics, one of which must be Algebra 1 or Algebra 2 and one of which must include Geometry content.
  - d. Three years of science.
  - e. Three years of social studies, of which at least one year must be U.S. Survey, one year of World History, half credit of Government, and a half credit of Civics.
    - i. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
  - f. Half year of Health
  - g. Four years of Physical Education
  - h. Half year of Career Exploration & Workplace Skills
  - i. Half year of Consumer Education
  - j. Half year of each Microsoft I & II
  - k. Two years chosen from (A) music, (B) art, (C) foreign language, which could include American Sign Language, or (D) vocational education.
  - l. All students will have to complete volunteer hours:
    - i. Seniors- 15 hours
    - ii. Juniors- 20 hours
    - iii. Sophomores- 20 hours
    - iv. Freshmen- 20 hours
  - m. Seniors must complete the FAFSA form

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program.

### **GRADUATION CEREMONY**

The graduation ceremony is to recognize students who have met the requirements and are “in good standing” set forth by the Board of Education in a public ceremony. This ceremony is a privilege and may be denied.

### **CERTIFICATE OF HIGH SCHOOL COMPLETION**

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

### **ACCEPTANCE OF CORRESPONDENCE WORK FOR CREDIT**

Correspondence course work may be completed for High School Credit for work completed provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools.
2. The student is a fourth or fifth year senior.
3. The student assumes responsibility for all fees.
4. The Building Principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student’s high school graduation.

### **RIGHT TO NOT TAKE SEX ED IN LIEU OF OTHER WORK**

No Student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation if his or her parent/guardian submits a written objection to the Building Principal.

1. The Building Principal approves the substitution on and the vocational or technical educational course is completely described in curriculum material along with its relationship to the required course; and
2. The student’s parent/guardian request and approve the substitution in writing on forms provided by the district.

### **PHYSICAL EDUCATION & RECESS EXCUSES**

Most children who are in school should be able to participate in the entire school program, including P.E. and recess. Please do not indiscriminately send notes excusing them from these valuable activities. We certainly wish to cooperate if your child has been extremely ill and is returning to school. For any period longer than one day, a doctor’s statement is required, or the student will return to P.E. and/or recess.

**Athletic shoes with non-marking soles are required for physical education class. Shoes not conforming to the guidelines include, but are not limited to “skater shoes”, sandals, flip-flops, Crocs and any other type of deck shoe. This is a safety request to avoid ankle and foot injuries. All shoes must also remain tied while in physical education class.**

At the Junior High/High School level students are expected to wear the Pearl City Physical Education t-shirt, with sleeves. Students may wear their own shorts but shorts must meet the requirement of reaching to the end of the student’s thumbs when arms are placed straight down at his/her side.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

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

Students with an Individualized Education Program may also be excused from physical education courses for individual reasons.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the Pearl City School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

#### **REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) must be put in writing and given to the High School Principal.

#### **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

The District provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Pursuant to IL HB 3586, the Pearl City School District will maintain related service logs that record the types of related services administered under the student's IEP and the minutes of each type of service that has been administered. These logs will be shared with the parent(s) or guardian(s) at each annual IEP meeting or upon request

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the School District office.

### **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 443-2715.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

### **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law.

The school and District routinely disclose “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may

prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion of the student's education records that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties, who request information before adjudication of the student; and in other cases permitted by law.

You have the right to report a complaint to the U.S. Department of Education if the School or District fails to comply with the above. Federal officials can be contacted at: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue. SW Washington, D.C. 20202-4605

### **COLLEGE VISITS/JOB SHADOWING**

Juniors and/or seniors, students may take 2 college visits or job shadowing experiences per semester. Sophomores may take one (1) college visit or job shadowing experiences per semester. A college visit to look at a particular institution that they may attend following high school. We encourage students to make informed decisions; therefore, we support the practice of planned college visit(s). The job shadowing experiences must be at different facilities. The practice of non-planned college visits/job shadowing will be counted as an unexcused absence.

The procedure to follow for planned college visits is as follows:

1. All college visits must be preplanned and organized through the office of the counselor, usually at least one week in advance of the visit.
2. Students when preplanning a college visit should go to the counselor and discuss where they want to go and the reasons for their visit.
3. If the counselor approves the college visit the counselor will help the student make the appropriate arrangements for the visit.
4. The counselor will provide the student with the college visit permission and sign-out sheet to take home for their parents to sign and to have their teachers sign after the counselor has signed the form.
5. All classroom work must be finished prior to the student going on the college visit or the

work will be given a grade of zero.

6. Parents may also coordinate college visits. Use of the prearranged absence form should be used for approval.

### **CareerTec and CollegeNOW Information**

Pearl City students have the opportunity to earn college credit at Highland Community College while in high school through the CollegeNOW program. Students may earn up to 15 credit hours upon entrance as a senior and completion of the program. Students may earn their Associate's Degree upon entrance as a junior and completion of the program. All cost that comes with this program is the responsibility of the student and family. Please contact the high school for more information.

CollegeNow is a program that the school has with Highland Community College. This program allows students to earn college credit and high school credit at the same time. The following guidelines would be used:

- All costs for the dual credit would be incurred by the student/family.
- Students may only take part during their Junior and Senior year.
- Course work must be approved by administration/school counselor.
- Course work may only be taken if we do not offer the course, or if the student has exhausted our curriculum.
- Students will need to take the HCC placement test to determine eligibility.
- Students may provide their own transportation to and from school site (with parent note).
- Students schedules will be developed to best fit the needs of the student (does not apply to College Now).
- Students will follow the attendance policies of HCC program.
- Students need to meet Pearl City's criteria to be selected for the CollegeNOW Program.

Pearl City's criteria for CollegeNOW is:

- At least a 3.75 GPA
- Completed Geometry and Algebra 2 with a B or higher
- Completed Chemistry with a B or higher
- Maintain excellent attendance records (no more than 6 days absent per year)
- Parents and students must sign off on receiving the information on how financial aid can be affected

CareerTec criteria is:

- At least a 2.0 GPA
- Can not have missed more than 10 days in a year.

Students need to complete Application for Admission and Highland Community College Registration Form at Highland Community College. Make sure that you check each

course for any prerequisite courses necessary for enrollment. All CareerTEC courses are 2 credits per year.



## **BUS TRANSPORTATION**

Bus transportation is a service and a privilege, which is provided by the school district to those students who live 1.5 miles or more from the school. Appropriate bus behavior is expected from all students so that they can have a safe ride. If school bus rules are violated, the bus driver is obligated to share that information with the principal.

Students who cannot follow the bus rules will be disciplined and may be denied the privilege to ride the bus. You may call the transportation department at 443-2715 if you have any questions.

**Pick-up and drop-off points:** Bus drivers have been instructed to pick up and drop off students only at their residence. If parents want their children picked up and/or dropped off at a different location (slumber parties, emergency sitters, etc.) each student must bring a note to the principal that is signed by the parent requesting the change. The principal will approve the note and return it to the child for presentation to the bus driver. If the student does not have an approved note, the driver will not make the change. The stop must be along one of the routes.

### **BUS CONDUCT**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **PARKING LOT**

The Student Council has worked with the student body to have the parking spaces be a privilege as students move through the grade levels. As seniors, the students will be able to park in the main parking lot across from the school. Each aisle will reserve six spots for the

teachers to park in. If there are leftover spots in the main parking, these will be used for Juniors. Otherwise, Juniors will park in the closer spots in the parking lot towards the main parking. Sophomores, who get their license through the year will park in the farthest parking spots.



# SCHOOL FEES

## INSTRUCTIONAL MATERIALS FEES

Fees are due at registration. Checks for fee payment is made payable to Pearl City School. One check may be written for all students from one family enrolled in the district.

### **Book Rental Fees:**

\$60.00---Grades K-12

### **Lock Rental Fees:**

\$5.00---Grades 4-12

### **Technology Fee (K-12)**

\$ 45.00--Technology Fee

### **Jr. High Fees:**

\$10.00 for---Rotation classes (7th & 8th Grades)

### **High School Fees:**

\$16.00---Intro to Ag	\$200.00--Drivers Education
\$10.00 ---Vet Tech	\$20.00--Drivers Permit Fee (Actual Cost)
\$10.00 ---BSAA	\$10.00---Biology
\$10.00 ---PSAA	\$15.00---Biology II
\$10.00---Ag Business Management	\$10.00--Art 1/2/3/4
\$10.00---Natural Resource Management	\$100.00-- - CareerTec Fee
\$20.00---Food Science Technology	\$10.00---Chemistry I
\$8.00---Environmental Science	\$10.00---Chemistry II
\$10.00---Keyboarding	\$10.00---Physical Science
\$90.00 – AP Calculus Test	

## WAIVER OF FEES

In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are **not exempt** from charges for lost and damaged books, locks, materials, supplies, and equipment.





# FOOD SERVICES

## BREAKFAST AND LUNCH PROGRAM

Breakfast/lunch money can be given to the teacher or paid in the main office by 9:00 A.M. Milk is included with hot lunch. Students are encouraged to have a nutritional lunch. Please try to stay away from pop and excessive sugar or candy when sending lunch from home. Breakfast and lunch menus will be in the monthly newsletters as well as posted throughout the school. The purchase of juice does not count as part of the student's meal.

Milk Break Pre-K-3 semester	\$26.00	<u>Ala Carte</u>	
Milk Break Pre-K-3 year	\$52.00	Salad	\$1.75
Daily Breakfast	\$ 1.25	Main Entrée	\$1.75
Daily Lunch K-6	\$ 2.10	Bottled Juice	\$1.00
Daily Lunch 7-12	\$ 2.45	Bottled Water	\$1.00
Staff / Adults	\$ 3.00	Milk	\$ .30
		Breakfast	\$1.00
		Fruit/Vegetable	\$ .75

It is acceptable and preferred to send one check for the family. Please specify on your check how much should be credited to each child's account. PLEASE BE SURE THAT YOUR CHILD EITHER HAS HOT LUNCH MONEY OR BRINGS A COLD LUNCH EVERY DAY.

Pearl City Schools use the electronic Meals Plus program. **There will be no cash taken in the lunch line. All lunch money will be handed in to the office by 9:00 A.M. each morning, so the student's account can be properly credited.**

Students who are eligible for free and reduced lunch will receive one meal per day. Any extra items will need to be purchased at full price.

### **Healthful Food and Beverage Options for School Functions\***

At any school functions (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- ★ Raw vegetable sticks/slices with low-fat dressing or yogurt dip

- ★ Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- ★ Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- ★ Fruit salad
- ★ Cereal and low-fat milk
- ★ 100% fruit or vegetable juice
- ★ Frozen fruit pops with fruit juice or fruit as the first ingredient
- ★ Dried fruits – raisins, cranberries, apples, apricots
- ★ Single serving applesauce or canned fruit in juice
- ★ Peanut butter with apple wedges or celery sticks
- ★ Fruit smoothies made with fat-free or low-fat milk
- ★ Trail mix (dried fruits and nuts)
- ★ Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- ★ Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- ★ Party mix (variety of cereals, nuts, pretzels, etc.)
- ★ Pretzels or reduced fat crackers
- ★ Baked chips with salsa or low-fat dip (ranch, onion, bean, etc.)
- ★ Low-fat muffins (small or mini), granola bars, and cookies (graham crackers, fig bars)
- ★ Mini bagels with whipped light or fat-free cream cheese
- ★ Pasta salad
- ★ Bread sticks with marinara
- ★ Fat-free or low fat flavored yogurt and fruit parfaits
- ★ Fat-free or low fat pudding cups
- ★ Fat-free or low-fat milk and milk products (string cheese, single serving cottage cheese, cheese cubes)
- ★ Flavored soy milk fortified with calcium
- ★ Pure cold ice water

*\*This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*



# **HEALTH SERVICES**

A full-time nurse serves the District. Students and parents are encouraged to contact the school nurse regarding specific conditions affecting the student's school performance. If your child has health concerns that may require special attention, such as asthma, diabetes, history of seizures, special diet or any other special

concerns please contact the school nurse.

Emergency first aid will be provided in cases of injury or sudden illness. In most cases of injury or illness, parents will be called and asked to pick up their student at the school.

Other health services include:

1. Maintenance of student health records, including physical exam and immunization records required by the State of Illinois
2. Vision and hearing screening according to the Illinois Vision and Hearing Test Act
3. Health counseling for students with particular needs

## **IMMUNIZATIONS, HEALTH, EYE, AND DENTAL EXAMS**

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering preschool and kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
4. Students entering sixth grade are required to show proof of having received one dose of the meningococcal vaccine on or after their 11th birthday.
5. Students entering twelfth grade are required to show proof of having received two doses of the meningococcal vaccine.

### **Dental Exams**

All students are required to present appropriate proof that the student has received a dental examination within 18 months of the May 15th deadline in the current school year:

1. Entering kindergarten
2. Entering second grade
3. Entering sixth grade
4. Entering ninth grade

## Eye Examinations

Eye Examinations are required within one year of entering Kindergarten and for students entering a school in Illinois for the first time.

The required health examinations must include a complete body systems review, a diabetes screening (diabetes testing is not required) and a statement from a Licensed Independent Practitioner assuring “risk-assessed” or screened for lead poisoning.

## **MEDICATION INFORMATION**

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

### **MEDICATION POLICY**

All medications that are to be given at school must have a completed medication form signed by parent and Licensed Independent Practitioner, and be in a properly labeled container.

\*\*\*\*If your child has asthma and carries an inhaler the nurse must have an asthma medication form signed by the parent, physician, and student on file.

\*\*\*\*If your child will be carrying their inhaler during sports activities the school needs a signed asthma medication form on file. \*\*\*\*

The Illinois state law states that the administration of medication during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student.

Pearl City School District has a form that needs to be filled out before students will be given prescription or over-the-counter medications in school. This form needs to be signed by the parent/guardian and Licensed Independent Practitioner. These permission forms are only good for one school year. They need to be renewed each year.

Any prescription medication must be brought to school in a container labeled by the pharmacist. If medication must be given at home and school, you can ask the pharmacist for an extra bottle with a label on it. Most pharmacies will provide the bottle at no extra charge.

**Non-prescription medications, such as Tylenol, Advil, TUMS, cough drops, and more, must be brought to school in the original container with the child’s name affixed to it. This includes any pain relief medications or cough drops. A completed medication form**

**must be on file and signed by a Licensed Independent Practitioner to give non-prescription medications at school.**

Medication that is not brought to school in the proper container or without a Licensed Independent Practitioner's signature will not be accepted.

### **WHEN SHOULD I KEEP MY CHILD HOME?**

As a general rule, you should keep your child at home if he/she has an illness that is contagious, or if your child is feeling so ill and he/she won't be able to fully participate in classroom activities. The following symptoms certainly warrant keeping your child home from school.

- A temperature of 100 degrees or higher. Their temperature needs to be normal (98.6 degrees F or below) for 24 hours without taking any Tylenol, Advil, or other analgesic before returning to school. Body temperatures are usually lowest in the morning, so make sure you have checked their temperatures several times throughout the day.
- Vomiting and/or severe nausea. Student should be kept home for 24 hours after the last bout of vomiting.
- An unexplained rash or a rash accompanied by a fever.
- A contagious condition or a serious illness that requires acute care such as pinkeye.
- Diarrhea. Student should be kept home for 24 hours after the last bout of diarrhea.

We cannot advise too strongly to keep your child at home whenever he/she is sick. When you keep him/her home until they are well, you protect your own child as well as the other children with whom he/she may mingle with at school.

Please contact the school when your child has anything that is contagious such as pink eye, strep throat, chicken pox, influenza or other contagious disease. Some contagious diseases need to be reported to the Stephenson County Health Department.

## **PEARL CITY SCHOOL DISTRICT COMMUNICABLE DISEASE POLICY**

The guidelines used by the Pearl City School District follow the recommendations of the Illinois Department of Public Health. These are the conditions the district will follow for excluding students with the following illnesses from school. Your cooperation in following these guidelines will be greatly appreciated.

### **Chicken Pox**

Cases must be isolated and excluded from school or daycare for not less than five days after the eruption of the last vesicles (chicken pox) or until the vesicles become dry. Students need to have a normal body temperature (98.6 degrees F) for 24 hours before returning to school.

### **Common Cold**

Incubation period is usually 1 to 3 days, showing symptoms of runny nose, watery eyes, and generalized tired feeling. Student will be excluded if they have an oral temperature of 100 degrees F or greater. They will be excluded until they have a normal body temperature (98.6 degrees F or below) for 24 hours.

### **E. Coli**

Diarrhea and severe abdominal pain are typical symptoms. Students will be excluded until diarrhea has stopped for 24 hours.

### **Gastroenteritis, Viral**

Early signs are stomachache, nausea, vomiting, and diarrhea. Students will be excluded from school until 24 hours after the last occurrence of vomiting and/or diarrhea. Student must also be fever free for 24 hours prior to returning to school.

### **Measles**

The incubation period for measles is about 10 days, but may be 7 to 18 days from exposure to onset of fever; rash usually appears about 14 days after exposure, but may be as long as 21 days. Measles is one of the most highly communicable infectious diseases and is primarily spread from person to person by droplets or direct contact with throat and nasal secretions of infected persons or by indirect contact with articles soiled by infected person's nasal and throat secretions. **Cases must be isolated and excluded from school until four days after the appearance of the rash.**

### **Head Lice**

A student with head lice will be recommended to receive immediate treatment provided by parent/guardian for the child and the home environment. Student will need to be checked by school nurse, or other designee before being allowed back into their classroom.

### **Impetigo**

Student will be excluded from school until 24 hours after treatment begins. Lesions need to be covered while in school.

### **Infectious Mononucleosis**

Student does not need to be excluded unless he/ she has a fever of 100 degrees F or greater or is not well enough to participate in usual activities. Due to the risk of rupture of the spleen, contact sports should be avoided until physician gives permission to participate.

### **Influenza**

Symptoms may include rapid onset of fever, headache, muscle aches, sore throat, and dry cough. Students will be excluded from school until fully recovered, i.e., absence of fever for at least 24 hours.

### **Mumps**

Students must be excluded from school until 9 days after the onset of swelling.

### **Pertussis (Whooping Cough)**

Early signs/symptoms include an irritating cough that develops into a violent, spasmodic cough within 1 to 2 weeks. Person may develop the characteristic “whoop” during the coughing spasms. If the symptoms are untreated, they may last 1 to 2 months. Cases must be isolated and excluded from school until at least 5 days after the start of antibiotic therapy or 21 days after the onset of the cough if no treatment is received.

### **Pink Eye (Conjunctivitis)**

Student will be excluded until 24 hours after treatment begins or child is examined by a physician and approved for readmission to school.

### **Ringworm**

Students with ringworm will not be excluded if lesions can be covered with a band-aid while at school.

### **Salmonella**

Students will be excluded from school until they have a normal body temperature (98.6 degrees F) and have had no diarrhea for 24 hours.

### **Shigella**

Students will be excluded from school until they have a normal body temperature (98.6 degrees F) and have had no diarrhea for 24 hours.

### **Strep throat or Scarlet Fever**

Students will be excluded from school until 24 hours after treatment begins. Student will be readmitted to school if a student has had a normal body temperature for 24 hours.

## **Pandemic and other health Emergencies**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. As a practice during the period of blended remote learning, whole group classroom instruction will be recorded by teachers and made available for students utilizing remote learning.



12. Live streaming will be available for students that are learning remotely
13. The recorded lessons should not be shared nor should the live streams be recorded without the permission of the teacher or school district
14. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
15. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **GUIDANCE & COUNSELING**

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of the counselor to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

### **Schedule Changes for Junior High and High School Students**

Students and parents need to take care in selecting courses. For the process of schedule changes, there will be a three (3) day period allowed at the beginning of the first semester, and two (2) days at the end of the first semester. Only necessary changes will be made for second semester. After each processing period, students who drop a class will do so with a failing grade for the semester, unless there are extenuating circumstances. **YEAR LONG CLASSES CANNOT BE DROPPED AT SEMESTER.**



# **TECHNOLOGY**

## **ACCESS TO THE INTERNET**

The School Board's goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Individual School Board members and Administrative-Staff members shall be treated like teachers. "Internet" includes all information accessed by Internet sites, E-Mail, on-line services, and bulletin board systems.

## **CURRICULUM**

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The Internet is part of the curriculum and is not a public forum for general use. Students in grades 2nd-12th will receive Chromebooks after the student along with parents/guardians have signed the acceptable use policy. These Chromebooks will be able to go home with the students. The students will use the same Chromebook every day.

## **ACCEPTABLE USE**

All use of the District's connection to the Internet must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's Authorization for Internet Access contains the appropriate uses, ethics, and protocol for the Internet. Electronic communications and downloaded material may be monitored or read by school officials.

## **CELL PHONES/ELECTRONICS**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device

includes, but is not limited to, the following: cell phone, smart phone, smart watch, earbuds, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

9-12 grade students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

### **AUTHORIZATION FOR INTERNET ACCESS**

Each teacher must sign this Authorization as a condition for using the District's Internet connection. Each student and his or her parent(s) /guardians(s) must sign the Authorization before being granted unsupervised access. School Board members and Administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

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

### **TERMS AND CONDITIONS**

Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

- Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
- Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  3. Downloading copyrighted material for other than educational use;

4. Using the network for private financial or commercial gain;
  5. Wastefully using resources, such as file space;
  6. Gaining unauthorized access to resources or entities;
  7. Invading the privacy of individuals;
  8. Using another user's account or password;
  9. Posting material authored or created by another without his/her consent;
  10. Posting anonymous messages;
  11. Using the network for commercial or private advertising;
  12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
  13. Using the network while access privileges are suspended or revoked.
- Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    1. Be polite. Do not become abusive in your message to others.
    2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
    3. Do not reveal the personal addresses or telephone numbers of students or colleagues.
    4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    5. Do not use the network in any way that would disrupt its use by other users.
    6. Consider all communications and information accessible via the network to be private property.
  - No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence of your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  - Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
  - Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator, or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  - Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of

another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

- Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including surcharges, and/or equipment or line costs.



# STUDENT CODE OF CONDUCT

## ATTENDANCE PROCEDURES

Please call 443-2715 to report a student's absence. If possible, contact the teacher concerning homework. All teacher emails are located on the website or on page 6 of this handbook. Students are allowed two days to make up academic work for each day missed due to illness. Credit will not be given for incomplete work. In case of a doctor's appointment, please send a note or call prior to the date of the appointment if at all possible. **The student needs to bring back a note from the appointment. Students who are not in attendance at school may not attend after school activities, such as a sporting event, coming to a concert, even as a spectator.** Students that are out of school 3 consecutive days need a doctor's note to be marked as excused.

Regular attendance at school pays off in many ways. Here are some important reminders about attendance:

- Regular attendance at school is required by Illinois law.
- By law, parents or guardians of students are responsible for seeing that the student attends regularly.

Students are expected to be in school, on time, every day unless excused due to...

1. Personal illness (The school may require a note from the doctor.)
2. Family emergency
3. Death in the family
4. Religious holiday
5. Getting their driver's license (only for two periods)
5. Other valid, unavoidable reasons authorized by the principal

**5 parent excuses per year - after the 5 parent absences a doctor's note will be needed to for the absence to be excused**

- Medical and dental appointments should be made for after school hours whenever possible. **Students returning from an appointment must bring an appointment card for the absence to be excused.** If at all possible, please send a note or call prior to the date of the appointment if the appointment is during the school day.

- Students should not be taken out of school for family vacations unless unavoidable. A pre-arranged absence form needs to be filled out and turned into the office. Each day that the family is gone counts as a day of absence.
- Filling out a Pre-Arranged absence **does not** make the absence an excused absence. If a student is past their five days, the days that the student takes off on a pre-arranged will be unexcused.

**Note: We take this matter of school attendance seriously! When a student is absent, he/she misses the presentation of material and the exchange of ideas delivered in the unique atmosphere of the classroom. This kind of learning is difficult to “make-up.” Excessive absences, even when excused, may cause the student to fail.**

### **UNEXCUSED ABSENCES**

Students who are absent from school and are past the 5 excused absences are considered unexcused unless the student has a doctor’s note for being gone or was sent home by the school nurse. **If a student has an unexcused absence, he or she will receive a zero in all the assignments/tests/quizzes that happen on the day and were due on the day of the absence.** Unexcused absences can also be that a student overslept, did not feel like coming to school, had an appointment that was not with a medical doctor, went shopping, past the 5 days of excused absences, etc.

### **PREARRANGED ABSENCES**

Students may be given excused absences as long as the absences are pre-arranged. The building principals will determine whether an absence would be acceptable. Any tests taken on the day of the absence must be made up either before they leave or on the day they come back. A student may have 5 days of excused prearranged absences. This would be 1 vacation that consists of 5 days of the student being absent. **Anything over the 5 days will be unexcused.** If a vacation is longer than 5 days the first 5 days are counted as excused and any day after would be unexcused.

- **Deer hunting is not an excused absence.**

### **TRUANCY**

The following guidelines have been adopted by the Pearl City Board of Education regarding absences and tardies. Truancy will be contacted when a students’ unexcused attendance reaches 5% of 180 school days.

- *5 parent excuses per year – after 5 absences a doctor’s note will be needed to be excused.*
- Students returning from an appointment must bring an appointment card for the absence to be excused.
- Students absent from school are not allowed to attend any extracurricular activities the day of the absence.

## **TRUANCY PROGRAM/STUDENTS ELECTING TO WITHDRAW**

Students who are 17 years and younger and wish to withdraw from school must choose one of the two following options.

- 1) Work on a GED through Highland Community College or a WIA program.
- 2) Be enrolled in a homeschooling program.

## **TARDINESS**

Being late to school is disruptive to the classroom and is detrimental to the learning of the student. Whenever a student is tardy, he/she must first report to the office. Excessive tardiness will be reported to the parents and then to the truancy department. **Tardies will start over every month.**

The tardy policy will be broken down as follows:

- 3 tardies- 30 minute detention
- 6 tardies- (2) 30 minute detentions
- 9 tardies- ½ day of In School Suspension
- 12 tardies- 1 day of In School Suspension
- 15 tardies – 2 days of In School Suspension

## **DRESS GUIDELINES**

There are many different fashions and clothing styles for our students at the store. However, not all fashion or clothing is acceptable to wear at school.

- Hats are not allowed to be worn inside the school buildings at any time. Must be in the student's locker during the day.  
Hoods and scarves are considered hats.
- Clothing worn is not to be suggestive or indecent.
- Students can not wear anything that could be part of a costume, i.e. headbands with ears on them, tails.
- Short shorts, dresses, skirts or shirts that expose a student's navel or stomach while raising their hand, will not be allowed. The guideline to be used is two finger widths for straps on shoulders and with hands down to the side, shorts, dresses, and skirts reaching at least the level of the tip of the student's thumbs.
- The length of shorts for Physical Education class must also reach the tip of the student's thumbs when hands are at their sides.
- All pants must be worn above the hips.
- Pants may have holes in them if they meet the thumb rule as listed above. If the holes become a distraction to the educational environment, the student will be asked to change his or her clothes.
- Clothing and general appearance is to be such as not to constitute a health or safety hazard.
- T-Shirts cannot be worn that have the sleeves cut off them.
- Clothing and general appearance is not to be the type that would cause a disturbance or interfere with the instructional program.
- Clothing displaying inappropriate slogans, pictures, or language will not be allowed.
- If a change in dress is required a detention may be assigned by the Principal.
- Personal headphones are not allowed to be worn in the hallways. They may be brought to class if the teacher asks the students to do so.
- Students are not allowed to wear slippers to school.

- Chains to connect wallets are not allowed at school.
- Leggings or compression yoga pants cannot be worn as pants unless the shirt that the student is wearing meets the requirement of reaching a student's thumbs when arms at the student's side. These shirts must also be the same length in front as it is in the back.
- Use of Internet enabled watches is prohibited during class time.
- Face Masks, Face Coverings, or Face shields must be worn throughout the day
- **All decisions to whether a student's dress is appropriate will be determined by the Principal.**

### **HOMECOMING DANCE AND PROM**

- Dresses can be strapless for the dances.
- The length of the dresses must come to the student's thumbs when hands are placed at their sides.
- Dresses cannot be midriffs.
- Baseball hats cannot be worn.
- T-Shirts and shorts are not acceptable to wear
- All decisions on whether the student's attire is appropriate will be determined by the Principal.

### **PROHIBITED STUDENT CONDUCT**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
    - i. that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
    - ii. about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or



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

- f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
  5. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
  6. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and in the students hallway locker during the regular school day unless:
    - a. the supervising teacher grants permission;
    - b. use of the device is provided in a student's individualized education program (IEP); or
    - c. it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing,

bullying, bullying using a school computer or a school computer network, or other comparable conduct.

11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
13. Being involved with any public school fraternity, sorority, or secret society, by:
  - a. being a member;
  - b. promising to join;
  - c. pledging to become a member; or
  - d. soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a student or a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of remote learning.

### **DISCIPLINARY MEASURES**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

**Corporal punishment is prohibited.** Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of

bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **WEAPONS**

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

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

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

### **BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES**

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

#### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

#### **Gang & Gang Activity Prohibited**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school

activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **TYPES OF DISCIPLINE**

**Out-of-Class (Recess) Suspension** – Students must report to the school office instead of the class(es) he/she is excluded from. The student will still be responsible for any work and/or assignments due that day or the next. All assignments are due upon return to class. It will not be the responsibility of the office or teacher to will provide the student with the assignment.

**Detention** - A student may receive a detention for various reasons. Any member of the staff may issue a detention. Detentions are consequences for inappropriate behavior. Failure to report for detention will result in further punishment. Students will be given a 24 hour notice

prior to serving the detention unless the student has arranged with the principal to waive the notice.

Elementary students (Grades PreK-6) will serve detentions as prescribed by the Principal. Secondary Detentions (Grades 7-12) will be served in a detention hall on Tuesdays and Thursday afternoon, usually 3:15-3:45 pm. Students will be expected to serve their detention during this Detention time.

**In School Suspension** - Students must report to the school office by 8:00 a.m. They will be held in an isolated room with adult supervision all the time. Students in school suspension must do school work the entire day and will receive full credit for work done during the suspension. Students will not be allowed to attend school activities during the time they are on suspension. In School Suspension will take place within 24 hours of parent notification.

**Out of School Suspension** - Students will NOT report to school and will be excluded from classes on scheduled days of suspension. The student will still be responsible for work due in each class and upon their return to school, will receive full credit for work done during the suspension if it is turned in on the day they return to school. If the student does not turn it in by this time it is a zero. Students will not be allowed to attend school activities during the time they are on suspension. Students are not to be suspended to exceed ten (10) consecutive school days. Students may not be on school property during the time they are on suspension from school. Student, Parents, and Administrative staff must meet prior to the student returning to school.

**Expulsion** - Student is excluded from school for a period of time not to exceed two full calendar years by the Board of Education. Students are not allowed to receive credit from Pearl City School District #200 during the period of expulsion. Expulsion may be preceded by suspension. Students will not be allowed to attend school activities or be on school property during the time they are on expulsion. Student, Parents, and Administrative staff must meet prior to the student returning to school.

### **BEHAVIORAL MANAGEMENT**

The Behavioral Management is a system designed to allow students to show with their behavior how they wish to be treated by the school. Every behavior has a consequence. If behavior necessitates a more severe consequence for gross disobedience or misconduct the school officials reserve the right to do so. It must be noted that not every possible infraction is mentioned. The administration reserves the right to assign a consequence to “gray area” infractions.

#### **Consequences:**

- Step 1-** 30 minute detention (parent notification)
- Step 2-** In School Suspension
- Step 3-** 1 day suspension (parent notification) \*\*
- Step 4-** 2-3 day suspension (parent notification) \*\*
- Step 5-** 4-5 day suspension (parent notification) \*\*

**Step 6-** 6-9 day suspension (parent notification) \*\*

**Step 7-** 10 day suspension (parent notification) and recommendation for expulsion to the Board of Education

\*\*\*\* Multiple Suspensions could result in an expulsion.

The following examples are meant to be a guide not the rule for every situation. Circumstances will vary.

**Violations (Examples)**

**Potential Disciplinary Measures**

After 3 <sup>rd</sup> Tardies	1
Skipping School	1/2
Bus or Playground Rules Violation	1-7
Cell Phone 1 <sup>st</sup> time use Violation	1/2
Public Display of Affection	1
Profanity	1-7
Confirmed cheating/Plagiarism	1-4
Acts of Misconduct Coercive to the Education Process	1-7
Driving Privilege Violation	1
Acts that Endanger the Safety of Others	1-7
Defacing Personal or School Property	1-7
Internet Contract Violation	1-7
Acts of Insubordination/Defiance	1-7
Fighting	1-7
Use/Possession of Tobacco Products	2-7
Bullying/Threatening other Students	2-7
Stealing Personal or School Property	1-7
Sexual Harassment/Sexting/Pornography – Verbal/Physical	2-7
Verbal Abuse of School Personnel	2-7
Being Under the Influence of Drugs/Alcohol	2-7
Breaking and Entering School Property	2-7
Sale of Drugs/Alcohol on School Grounds	2-7
Physical Abuse of School Personnel	2-7
Written Death Threat towards Faculty or Student	2-7
Possession/Use of a Weapon	2-7
Conviction of Felony	2-7

The above is a list of examples. The administrations or their designee reserve the right to give consequences as deemed appropriate.

**SUSPENSION PROCEDURES**

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.
5. If the Board determines that the suspension was not justified, the student's records shall be expunged of any and all notations regarding the suspension and the student's absence shall be marked "excused".

#### **EXPULSION PROCEDURES**

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
  - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.



### **BULLYING/STUDENT AGGRESSION/INTIMIDATION**

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; nationality; 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, 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, 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 engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status.

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.

### **TEEN DATING VIOLENCE**

Teen Dating Violence may take various forms. These may include but are not limited to: threats, stalking, physical violence, sexual harassment, sexual violence, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. The implications of the dating violence may have an effect in one or more of the following: (1) Placing the student in reasonable fear of harm to the student's person or property. (2) Causing a substantially detrimental effect on the student's physical or mental health. (3) Substantially interfering with the student's academic performance. (4) Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

A student who is in a situation where teen dating violence is occurring needs to report the issue to the Elementary or Jr./Sr. High School Principal. A written report will be taken and handled with the correct authorities. The school will protect students against retaliation for reporting incidents of teen dating violence.

### **PUBLIC DISPLAY OF AFFECTION**

There is to be no public displays of affection in during school hours. This includes but is not limited to: hand holding, kissing, hugging, rubbing on another student, piggy back rides, carrying other students, or anything else deemed inappropriate by staff and administration.

### **CYBER-BULLYING**

Cyber-bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cellular telephones, cameras or any electronic devices used to harass or bully students or harass school personnel will result in disciplinary action. Cyber-bullying using home-based or off-campus devices that result in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. More information is available in the technology section of this handbook.

### **SEXTING**

Sexting by students is prohibited. Sexting is commonly explained as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the internet, that are taken with or without consent. If you received the sexting, you need to bring it to the administration. If you do receive it, the issue needs to be brought to administration. If it is not brought to administration, then the receiver will be part of the discipline as well.

### **SUICIDE PREVENTION**

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. Each school will designate a suicide prevention coordinator, School Counselor, Elementary Principal, and/or Secondary Principal, to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, he/she will be assessed the School Counselor who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support.
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in a need of help.
6. Students should also know that because of life or death nature of these matters confidentiality or privacy concerns are secondary to seeking help for students in crisis.

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS**

The school administration may ask a student or his/her guardian/parent to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school administration will ask if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school rule, procedure, or is bullying another student. The school administration will notify the parent/guardian if their child is asked to provide this information.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. The cell phone needs to be off and in the hallway locker for all students
2. High School Students may have their cell phones or electronic devices during lunch.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched upon reasonable suspicion of sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.
5. **First offense is detention; second offense is an in school suspension.**

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

### **SCHOOL PROPERTY CONCERNS**

All lockers and desks are owned and controlled by the Pearl City School District. Students use the lockers and desks, but they may be searched at any time. Students have no expectation of privacy in any locker or desk. The Administration has the right to inspect any and all lockers and desks at any time. It is recommended by the Administration that hallway lockers be locked at all times. Students are responsible for items stored in their lockers and desks. Student lockers may be searched if there is reasonable suspicion.

### **INTERROGATIONS AND SEARCHES**

In protecting and safeguarding the health and character of students may require immediate action by school authorities. In pursuit of these goals, the Board authorized the Superintendent, Principal and persons appointed by the Superintendent to inspect student lockers and desks for suspected contraband materials.

In addition, school officials may request the assistance of law enforcement officials, for the purpose of conducting reasonable searches of school grounds and lockers for the illegal contraband, including searches conducted through the use of specially trained dogs.



# **CLUBS/ORGANIZATIONS**

## **CLASSES, CLUBS, AND ORGANIZATIONS**

### **POLICIES**

- Each advisor should meet with the officers before each meeting and establish an agenda.
- Parliamentary procedure will be followed in all meetings.
- A tentative list of projects should be turned into the Principal after the first meeting. Approval will depend upon the type of project and what the money will be used for. Classes will be limited to two major projects and clubs to one. The Principal must approve all projects in advance.
- Whenever the club treasurer or sponsor deposits money for his club or class, it should be turned into the office secretary who will give an activity fund receipt to the treasurer for the money turned in. The treasurer should place the receipt in the treasury record book and bring their balance up to date. All money should be turned in promptly.
- Whenever a club or class wishes to pay a bill or invoice, they must request an activity fund purchase order before the office will write a check. When this purchase order is filled out and when an invoice or bill has been presented, the check will be written.
- No bills are to be paid by cash.
- Classes may leave no more than \$100.00 in their account for future use after graduation.
- In case there is a difference in the treasurer's book, the office record book will be the official report.
- All clubs and organizations will adhere to the weekly eligibility. If participation is reflected as a grade in a class, the student is able to participate. If there is not a grade attached to a class and the student is deemed ineligible, he or she is unable to attend the extra-curricular activity.

### **CLUBS AND ORGANIZATIONS**

Chess Club (Grades 4-12)

Chess Club meets regularly throughout the school year to practice with peers.

Lego League (Limited number of students ages 9-14)

FIRST LEGO is a program designed to inspire children to pursue careers in science and engineering. The children will design, build and program robots made out of LEGO Mindstorm kits and do a research project. The children will take this project to a regional tournament in December. This group will meet 1-2 times per week from September to December.

Student Council (H.S.)

An organization composed of representation of each club and class. Its purpose is to serve as a student advisory group to the Principal. Advised by the Student Council Advisor.

FFA (H.S.)

To instill a desire to learn more about agriculture through study and projects. Advised by the Agriculture teacher.

N.H.S. (National Honor Society) (H.S.)

Students who have maintained a 3.6 GPA or higher average during the preceding three semesters will complete an information form if they wish to be considered for membership. Academic standing does not automatically result in membership, but rather, the student must show strong evidence of leadership, character, and service as well. Advisory input is gathered from the high school faculty and presented to NHS members. The final membership decisions are made by a faculty council made up of five teachers appointed by the Principal.

Wolf Pack (Lettermen's Club) (H.S.)

An organization composed of male and female athletes who have earned a varsity letter in some sport. It is to work with the coaching staff to help establish qualifications for awarding letters. Advised by the A.D.

Spanish Club (H.S.)

To promote use of a foreign language and study of foreign cultures. Goals may include trips. Advised by the Spanish Teacher.

Art Club (H.S.)

Advised by the Art Teacher, this club will offer opportunities for those interested in Art.

A-Team (H.S.)

A group, which meets throughout the school year, which focuses on providing activities, designed to heighten awareness of drugs and alcohol. Advised by a staff member.

Athletics – Girls (Jr. High.)

Girls' Sports: Volleyball--Basketball--Track

Athletics – Girls (H.S.)

Football Cheerleaders: the coaching staff will determine the cheerleading squad each year.  
Girls' Sports: Volleyball--Basketball--Golf—Softball --Track

Athletics – Boys (Jr. High)  
Football--Basketball-Track

Athletics – Boys (H.S.)  
Football--Basketball--Golf—Baseball—Track

Bass Fishing (H.S.)

Fine Arts and Academic Activities (H.S.)

Speech

The speech team competes throughout the state for three months during the IHSA winter season and is open to all high school students.

Fall Musical

Spring Play

Academic Team

Show Choir

Servant Leadership- (H.S)

This is for Juniors and Seniors. Servant Leaders will meet at Highland Community College each month to learn leadership skills and provide community service to the surrounding community. Advised by High School Staff.

WYSE- (HS)

World Youth in Science and Engineering is a statewide academic competition that is sponsored by the University of Illinois Engineering department. Advised by High School Staff.

## **SCHOOL PUBLICATIONS**

Elementary Yearbook

This is a yearbook for PreK-8th grade students. Orders are taken in the Winter and they are delivered before the end of the school year.

The Howler

This is the school newspaper, which is published by the students. Each student receives a paper.

### Pearlanna

This is the yearbook of Pearl City High School, which is prepared by a publications class. Orders are taken in January by the staff members and the price is determined by the production cost, ads sold, and projects money received.

## **SCHOOL SOCIAL EVENTS**

### Dances

A dance may be sponsored by any organization after an athletic event. A request for permission to hold a dance should be submitted to the Principal at least two weeks in advance. All necessary information should be included in this request. All guests must be in high school or under the age of 21. All guests who do not attend Pearl City High School must be approved by the High School Principal. All students and guests will be tested by a breathalyzer prior to entering the dance.

### Homecoming

This event is held in September or October and is sponsored by the Student Council. High School Classes decorate the hallway and spirit activities are held during the 8th hour. A community-wide Pep Rally is held usually on Wednesday evening and open to the public. A King and Queen are selected. Each class selects their own attendants. The game is usually held Friday evening followed by a dance Saturday night in the gymnasium. All guests must be in high school or under the age of 21. All guests who do not attend Pearl City High School must be approved by the High School Principal. All students and guests will be tested by a breathalyzer prior to entering the dance.

### Junior-Senior Prom

This annual event is held during the second semester. It is a formal affair, which may be attended by seniors, juniors, and their guests. All guests must be in high school or under the age of 21. All guests who do not attend Pearl City High School must be approved by the High School Principal. All students and guests will be tested by a breathalyzer prior to entering the dance.

## **CLASS AND ORGANIZATION PARTIES**

Elementary classrooms have organized parties for Halloween, Christmas, Valentine's' Day and an end of the year 'Spring Fling'. Each Jr. High and H.S. class and organization is allowed one party per year. The group must have prior permission from their sponsor and administration. Requests should be made at least two weeks in advance.

## **INVITATIONS**

Pearl City High School students may invite only one guest to any party or dance and the student invited must be at least in high school or under the age of 21. The student is responsible for his/her guest's conduct.

### **EVENT CURFEWS**

All weekday activities or dances must be over by 10:00 p.m. and Friday and Saturday activities or dances by 11:00 p.m. Classes and organizations having activities or dances must have at least six chaperones including at least three faculty members. Their names should be given to the office at least two days in advance.



## **ATHLETICS**

In order to help develop good sportsmanship, team play, strong character, and extend skills, certain sports activities will be offered. Participants will be under the jurisdiction of the coach or advisors, squad rules as well as the academic faculty. Academic eligibility will be regulated by the teachers, athletic director, and principal subject to annual review and change. Currently we have teams for boys and girls. Boy's teams are as follows: Football, Golf, Basketball, Track, and Baseball. Girl's teams are as follows: Golf, Volleyball, Basketball, Track, Softball, and Football Cheerleading.

The goals of athletics at the Junior High level are to:

1. Allow the athletes opportunities to experience and to participate in sports in order to learn the fundamentals of the sport, learn and understand the importance of teamwork
2. Participate and enjoy a non-academic activity with their peers
3. Experience athletics without the pressure of winning over-emphasized
4. To allow for their determination of their possible level of involvement at the high school level
5. Participation and exposure to the sports are the fundamental efforts of these programs.

The goals of athletics at the High School level are to:

1. Know the importance of teamwork
2. Develop good sportsmanship on and off the field
3. Develop their fundamentals
4. Build upon their previous fundamentals to acquire a successful team



The members of the district's coaching staff will work closely with all athletes to ensure that each individual who exhibits a dedication to the team will be rewarded with a level of involvement. The term dedication refers to the following areas: positive work ethic at practice, maximum and consistent attendance at school and practice, respect shown for others, adherence to the rules and policies of the program, positive behavior during the school day, and positive academic standing. Participation in the programs is a privilege earned by those willing to commit the time and efforts necessary to participate at this level. This privilege can be revoked if the athlete does not adhere to all district policies. The athletes who demonstrate these qualities will be provided opportunities during practice and game settings to develop their skills.

## **ACADEMIC QUALIFICATIONS & ELIGIBILITY REQUIREMENTS**

### **QUALIFICATIONS** (Jr. High/H.S)

All students who participate in any inter school competition or in an activity, including FFA, Dance Team, Bass Fishing, Weight Room, and Show Choir, must meet certain requirements:

- Pass a complete physical examination.
- Be passing all hours of coursework at all times during the semester and receive a passing mark in subjects from the previous semester.
- Must be of good moral character.
- Display good sportsmanship on and off the athletic field.
- Girls participating as cheerleaders are subject to the qualifications listed in cheerleader regulations given to the girls at the beginning of the season.

A weekly Eligibility List for all students in grades 7-12 is compiled. Each Thursday by 11:59 pm, Skyward will pull the current grades within each teacher's gradebook. On Friday, the list is shared to the staff and coaches. The students will be able to speak with any teachers where they are earning a failing grade. The teacher will allow the student to hand in work by 3:30 pm on Friday for the grade to be changed. After 3:30pm on Friday, grades will no longer be able to change. Students with class grades of 60% or higher are eligible to participate in extra-curricular activities. Students will become ineligible for participation in extra-curricular activities when any class grade falls below a 60%. Students with any class grade below 60% will be ineligible to participate in any extracurricular activities for a one calendar week period (7 days), from the following Monday through Sunday. If by the next publishing date of the next Eligibility List the student has raised all class grades to at least a 60%, they are eligible to participate in extra-curricular activities at Pearl City High School.

The exceptions for a student to be ineligible would be:

- beginning a new quarter
- a new semester
- The teacher or Principal may allow a student to be eligible if there is not sufficient amount of grades entered into the gradebook.

Students are not allowed to view the eligibility list, but may ask whether or not they are on it. All Junior High and High School students grades will be posted on the Eligibility List at the

beginning of the school year; however students will not be counted ineligible until the second week of their season.

### **ADDITIONAL INFORMATION FOR CONSISTENT ADMINISTRATION OF ELIGIBILITY POLICY**

- Activity coordinators, coaches, teachers, parents, and students need to actively pursue open communications in regard to student progress.
- Coordinators monitor their participants closely.
- Teachers share concerns with coordinators as they arise.
- Parents are to be kept informed as much as possible or practical. (Progress reports/phone calls).
- Parents do have access to their student's grades by using the SKYWARD system.

High School - Athletes must meet all requirements as set forth by the I.H.S.A. This includes doing passing work in 25 hours of academic work per week for high school credits. **You must have passed and received credit towards graduation for 25 hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.** In addition, all athletes must be passing all academic subjects on a week-by-week basis with a 60% to be eligible. However, the athletes must also meet the standards of Pearl City High School, which are stricter in nature than those of the IHSA.

Athletes not meeting the eligibility requirements will be required to practice; however, they will not be allowed to participate in interscholastic competition.

### **ACTIVITIES ELIGIBILITY POLICY**

The following rules have been developed and will be in effect for all extra-curricular activities, except when a class grade is given for participation in the activity.

#### **Athletic Eligibility Policy:**

1. The first week a student is ineligible to play will be a probation period. The athlete gets to play during this week and is considered on probation. They get one probation period per sport. During this probation period they receive a card to be filled out with subject(s), grade(s), and comments by the teacher as to why the student has the grade and what the athlete can do to get off the eligibility list. The student then will bring the card to his or her coach on Monday. This holds the athlete accountable and is better communication and information between the teachers and the coaches about the athlete. This also holds true for an athlete that is IHSA eligible. The student cannot have more than 2 F's in a week's time. If the athlete has more than two F's, they will not be able to be on probation and will be ineligible for the following week. The first week that a student is ineligible due to grades, they are required to practice and travel with the team. They cannot suit up for games or events however, they are required to sit on the bench with the team or the squad.

2. If the Friday comes and they are still on the ineligible list for the next week, the athlete does not get to play, but can practice. The athlete is placed on Week 2 of the dismissal steps, which means they are required to practice and travel with the team. They cannot suit up for games however; they are required to sit on the bench with the team or with the squad.
3. The third week a student is ineligible due to grades, they are required to attend practices but cannot go to the games or activities.
4. The fourth week of any season that a student is ineligible due to grades, they are removed from the squad for the remainder of that season.

For the short weeks, the athletes will remain ineligible unless the athlete has completed the required work to raise his/her grade above failing. This week of ineligibility will not count toward the fourth week removal rule. Student athletes can become eligible during a short week, but they cannot become ineligible during the shortened week.

### **CONCUSSION INFORMATION**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with a force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. All athletes and parents/guardians must sign a concussion sheet in order to participate.** Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

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

## **PEARL CITY JUNIOR/SENIOR HIGH SCHOOL**

### **EXTRA CURRICULAR POLICY COVERING ALL IHSA EVENTS**

The following information has been developed by the coaching staff and administration in an attempt to foster understanding between home and school as to the minimum standards necessary for students to participate in athletics. Parents/guardians will be required to sign an athletic policy, concussion form, IHSA Random Drug Testing form, consent to treat form, and must have their student registered with the school. This is to ensure that the parents/guardians received the policies, and will be completed before their son or daughter will be allowed to participate in practice sessions.

The basic reason behind establishment of any regulation is concern for the health and safety factor of participants. Additionally, the manner in which the game is played, the players' reactions, and the players' appearance reflects directly upon the school and indirectly upon the community and parents. An athlete in good condition physically and mentally has his/her body disciplined to react to the requirements of a specific competition. Additionally, the athlete must be conditioned and disciplined to react to the coach's instructions, his/her teammate's actions, and opponent's reactions in a particular situation. The athlete cannot be "tuned-in" to spectators if his/her mind is on the job at hand-to think for himself is a necessity. The athlete needs to be disciplined to listen to his/her coach, react to his/her coach and call upon his/her own skills to

better compete. For these reasons, and others, more is asked of an athlete, and therefore, an athlete needs to be prepared to sacrifice some personal “comforts” in order to best support his/her team and school.

### **PURPOSE**

It is the purpose of Pearl City High School to provide the best athletic programs the facilities will permit. The athletic programs are meant to:

- to allow as many students as possible to satisfy their individual needs and desires
- to develop strong character
- a sense of team
- school loyalty
- spirit
- a sense of good sportsmanship

### **POLICIES**

To represent one’s school is an honor. To represent it well and honestly is a responsibility. For this reason, the administration and coaching staff have established a school athletic policy.

### **ATHLETIC TRIPS**

Any student that is a varsity athlete and successfully completes an athletic season will be given an excused absence to attend the state final of the sport in which they participated. Any student not participating in the activity and attending the state final will be considered unexcused.

The school cannot assume any responsibility whatsoever for such a trip. The students must arrange their own transportation and accommodations in addition to submitting a signed note of approval from the parents to the office before leaving. The athletic policy covers any student who is participating in interscholastic athletics, speech team or academic team.

### **EXTRA-CURRICULAR ACTIVITIES**

If a student is going to be leaving extra-curricular activities with a parent or guardian, a note has to be provided to the principal before or on the date of the extra-curricular activities. The note has to be signed by the parent and principal. The note will then be provided to the coach/sponsor and the athletic director. If a student does not comply with this, the student will not be allowed to participate in the next extra-curricular activity. If it is the last event of the season, the consequence will carry over to the next season’s competition that the student is involved in.

### **ATTENDANCE**

**Full day of attendance** is required to participate in sports the same day. Exceptions would be for doctor or dental appointments confirmed ahead of time. Occasionally, an excused absence/tardy will be issued for a situation, which is not listed above, but considered excusable by the Principal. The full day attendance policy is also applicable for athletic practice.

Coaches will outline (in writing) rules specific to their particular sport and review these intermittently during the season. Consequences for non-compliance will also be clearly defined.

## **BEHAVIOR**

Athletes should set high standards of behavior to be followed at all times. Those who do get into trouble (in school or out of school) will face disciplinary action. Athletes involved in illegal activities outside of school will be removed from the team upon confirmation of guilt by the investigating agency. Athletes who miss practice because of detention time will be required to make up that time. The coaching staff will decide the type of action taken for misbehavior.

Athlete behavior is expected to be good at all times. Athletes represent themselves, their parents, the school and the community. If a student cannot behave, then participation in extracurricular activities can be withheld until behavior has been corrected.

## **APPEARANCE**

Athletes will be expected to dress appropriately at all times during the season, with the health factor being of the utmost importance. Coaches may establish particular dress requirements for their squads with respect to game dress or health reasons. Coaches will warn players only once to meet the above requirements. Coaches should not have to remind players of the requirements. Those players who do not abide will not be allowed to participate.

## **QUITTING THE TEAM/SQUAD**

Quitting Policy (Junior and High School)

If an athlete would like to quit a team/squad the following steps must be adhered to:

1. The athlete with or without parent/guardian needs to communicate to the coach the reasons for wanting to leave the team/squad. After the conversation is completed a letter needs to be drafted to reflect the reasons for the ending of the participation in the sport. The athlete, coach, and parent all need to sign the letter. **There will be no penalty given if this is completed.** The Athletic Director will send home a letter restating the reasons for quitting. **The equipment/uniform needs to be turned in when the athlete is speaking with the coach.**
2. If an athlete quits a team/squad without talking to the coach with or without their parent/guardian, the athlete will have to sit out 20% of the next sport.
3. If the coach does not sign off on allowing the athlete to quit, the athlete needs to appear before the Athletic Council, which is consisted of all coaches (jr. high- high school), except those associated with the sport in question, and explain to the Council the reasons for quitting. The athlete may bring their parent/guardian with them to this meeting. The athlete will be the one expected to talk to the council. The parent may not speak on his or her behalf. At this time the Council will listen to the athlete's reason for quitting and discuss, as a group, the athlete's outcome. This outcome will be that the athlete may quit the sport but it is up the Athletic Council if it is with or without penalty. The penalty would be the athlete will have to sit out 20% of the next sport.

## **REMOVAL FROM THE SQUAD FOR DISCIPLINARY REASONS**

1. First Offense - Forfeits 50% of next sport season
2. Second Offense - Eliminated from sports for one calendar year from the time of the offense.
3. Third Offense- The student may not participate in athletics for the rest of his or her time as a Pearl City Student.

### **TRAINING**

Substance Abuse - there shall be absolutely no use or possession of alcohol, tobacco, or drugs by any athlete at any time from August 1 through July 31. The punishment for violation of this policy will be suspension from the athletic program for the following amount of time.

1. First Offense - suspension of 20% of games, rounded to the nearest whole game, with carry-over into the next sport (if current sport is nearing completion). Additionally, authorized personnel will administer mandated substance abuse assessment and subsequent education. Refusal to undergo substance abuse education may further delay or prevent readmission to athletic competition.
2. Second and subsequent offenses - suspension from athletic program for one calendar year. If another violation occurs within 180 school days, the additional one-year penalty will begin at the conclusion of the first penalty. Mandated substance abuse education will be assessed and administered by appropriate qualified personnel.
3. The Athletic Council (comprised of coaches and administrators) will determine the validity of any charges brought against an athlete for training rule violation.

The coach of an athlete charged with training rule violation will contact the student and parent(s) to explain the charges and provide an opportunity for them to attend the Athletic Council meeting at which the charges will be discussed and a decision made.

Athletes who have been suspended may have their suspension reviewed before the Athletic Council providing the following criteria have been met:

1. An attitude change for the better has been achieved and clearly demonstrated over time.
2. A member of the council will sponsor the athlete for the review.
3. A full calendar year has passed prior to the sponsorship and review.
4. The parent(s) or guardian of that person is willing to come before the council to pledge their support in helping said athlete to maintain his or her proper attitude and behavior. The Athletic Council, in closed session, shall discuss and vote on readmission. A 75% affirmative or better vote is necessary for readmission to the program. Special terms or conditions may be set by the Athletic Council or coach for the athlete to be readmitted to the athletic program. For any incident that is taken before the Athletic Council, the parent(s) of the athlete may be required to attend the council meeting as a condition of the athletes return to the athletic program.

### **EXTRA CURRICULAR DRUG AND ALCOHOL TESTING PROGRAM**

The district maintains an extracurricular drug and alcohol-testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a “Random Drug and Alcohol Testing Consent Form” will result in non-participation.

See board policy for complete program and procedures.

### **ATTENDING AN ATHLETIC EVENT**

**Students who are in Elementary must be accompanied by an adult at an athletic event. If the student has inappropriate behavior at the event, the student will be asked to sit by that adult or may be asked to leave.**

### **ATHLETIC FEES**

Athletic fee per sport, which includes cheerleaders and speech, is as follows:

\$40.00 Junior High each activity (football, volleyball, or basketball)

\$60.00 High School each activity (football, volleyball, golf, cheerleading, speech, basketball, track, baseball, softball, academic team, and FFA)

***3rd activity/sport fee for each student is waived***



# Pearl City School District #200

## Parent/Student Handbook

### Information, Compliance, and Release Form

Please initial the following:

**Athletic Code (Jr. High and High School only)**

In order for the student to be eligible for participation on a District sponsored athletic team the student and a parent or guardian must acknowledge receipt of the athletic code each year of a student's athletic career. Coaches of all sports will also review the athletic code of conduct at the beginning of each season as a reminder to student athletes of the commitment.

**Student Information (Initial to release information as appropriate)**

School student records are confidential and information from them shall not be released other than as provided by law. Throughout the school year, the District may release directory information regarding students, limited to: name, address, gender, grade level, birth date and place. Permanent records are kept for 60 years. Temporary records are kept for 5 years after withdrawal

**Publicity/Photo/Name Release**

Schools may occasionally have reason to publish names and/or pictures of students in our local newspapers, or on our website. Pictures of their accomplishments or pictures of their participation in District programs may also be included. If you agree to have your child's picture, name, and/or project included in these publications, please indicate your consent by initialing.

**Emergency Medical Care**

In case my child becomes ill or is injured at school and needs emergency medical care and I cannot be reached, the school district is authorized to have my child transported to the nearest medical facility. The decision to send my child to the hospital is determined at the discretion of the Pearl City School District staff. I agree to assume all responsibility and expenses incurred by the handling of this emergency care.

My son/daughter has school insurance. Contact the school if you wish to purchase accident insurance.

My son/daughter is completely covered by a family insurance policy

**Student Code of Conduct**

I understand that I have received the Student Code of Conduct and am responsible for my understanding and my child's understanding of the information contained in the Code of Conduct. I recognize my responsibility as a stakeholder in my child's education to assist the school in enforcing the standards of conduct.

### Student Acknowledgement and Pledge



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

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

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

---

Student Signature

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Date

### **Parent/Guardian Acknowledgement**

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

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

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

---

Parent/Guardian Signature

---

Date

## **Pearl City Schools Internet**

# Acceptable Use Sign Off

## Authorization for Electronic Network Access Form

Students and their parents/guardians will need to sign this *Authorization for Electronic Network Access* **every year** the student is enrolled in the School District.

Staff members need only sign this *Authorization for Electronic Network Access* once while employed by the School District.

Please check the appropriate box:

- Staff member
- Parent/Guardian of student
- Student \*

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its School Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

\_\_\_\_\_  
User Name (*please print*)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
User Name (*please print*)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
User Name (*please print*)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
User Name (*please print*)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

**\* Students are required to have a parent/guardian read and agree to the following:**

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board Members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

\_\_\_\_\_  
Parent/Guardian Name (*please print*)

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

\_\_\_\_\_  
Date

## Appendix - Board Policies

# School Board

## Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. 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. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him 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 gender. The Complaint Manager may

request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

#### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

#### **Decision and Appeal**

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### **Appointing Nondiscrimination Coordinator and Complaint Managers**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Michael Schiffman

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Name

100 S. Summit, Pearl City IL 61062

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Address

mschiffman@pcwolves.net

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**Email**  
815-443-2715

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**Telephone**

**Complaint Managers:**

**Brent Chrisman**

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**Name**  
100 S. Summit, Pearl City IL 61062

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**Address**  
bchrisman@pcwolves.net

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**Email**  
815-443-2715

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**Telephone**

**Ben Asche**

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**Name**  
100 S. Summit, Pearl City IL 61062

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**Address**  
basche@pcwolve.net

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**Email**  
815-443-2715

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**Telephone**

**LEGAL REF.:** Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.  
Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code Part 280.

Equal Pay Act of 2003, 820 ILCS 112/.

Employee Credit Privacy Act, 820 ILCS 70/.

23 Ill.Admin.Code §§1.240 and 200-40.

**CROSS REF.:** 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Concerns)

**CROSS REF.:** 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Concerns)

**August 2015**

**2:260-API**

**Board Approved - October 22, 2015**

# School Board

## Administrative Procedure - Guidelines for Investigating Complaints and Allegations of Misconduct

All complaints are to be investigated, even when the complainant requests that nothing be done or is anonymous.

### Step 1: Before the Investigation

- A. School employees must immediately report a suspicion of child abuse or neglect to the Illinois Department of Child and Family Services in compliance with State law and policy 5:90, *Abused and Neglected Child Reporting*. Reporting is required before proceeding further with the investigation.
- B. According to policy 2:260, *Uniform Grievance Procedure*, the Superintendent appoints at least one District Complaint Manager to administer the complaint process. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. A Complaint Manager investigates: (1) complaints filed under policy 2:260, *Uniform Grievance Procedure*, and (2) allegations of employee misconduct.
- C. The appropriate Building Principal or designee investigates all allegations of student misconduct.
- D. Anyone with a complaint or making an allegation of misconduct should be referred to a Complaint Manager of their choosing or a Building Principal without delay.
- E. A Complaint Manager or Building Principal (hereafter referred to as *investigator*) will investigate all complaints or allegations of misconduct, except that, depending on the circumstances, the Superintendent or School Board may appoint a special investigator. Whenever the Superintendent deems necessary, an attorney may serve as a special investigator. See *considerations* under F below. The investigator should not have any involvement with the complainant or the alleged wrongdoer outside of the investigation. The Superintendent will ensure that investigators have sufficient authority and resources, including access to the School Board Attorney.
- F. Contact the Board Attorney to discuss the investigation process, including without limitation:
  1. Whether the investigator's notes and investigation records (including, without limitation, any audio or video recordings, photographs, or electronic images) are education records for purposes of the federal Family Education Rights and Privacy Act (FERPA) and/or school student records as defined in the Ill. School Student Records Act (105 ILCS 10/, implemented by 23 Ill.Admin.Code §375.10)?
  2. Whether the investigator's notes and investigation records (including, without limitation, any audio or video recordings, photographs, or electronic images) will be subject to disclosure pursuant to a FOIA request? A PAC opinion, binding on the parties, found that a city's investigatory records of an employee were not private or adjudicatory records and must be disclosed pursuant to a FOIA request (PAC Opinion 13-110).
  3. Whether to record conversations, and if so, how to obtain and document consent under the criminal eavesdropping statute? 720 ILCS 5/14-1 et seq., amended by P.A. 98-1142, prohibits recording a conversation in which someone has a reasonable expectation of privacy without the consent of all parties.
  4. Whether the Board Attorney should participate in or conduct the investigation? Whether an outside attorney should serve as a special investigator? Considerations include:

a. The U.S. Supreme Court has held that a private attorney temporarily retained by government to perform an investigation of an employee is entitled to seek qualified immunity from suit under Section 1983. Filarsky v. Delia, 132 S.Ct. 1657 (2012).

b. The FOIA exemption for communications between a public body and its attorney is available in only limited situations. See PAC Opinion 14-02 interpreting 5 ILCS 140/7(m).

c. Documents prepared by attorneys conducting an investigation under the prospect of litigation will not be subject to discovery during a subsequent lawsuit. Sandra TE v. South Berwyn School Dist., 600 F. 3d 612 (7th Circuit 2010) (when attorneys, as attorneys, perform a factual investigation, their documents are protected by the attorney-client privilege and the work-product doctrine).

G. The investigator should provide a fair opportunity for both sides to be heard.

H. The investigator should begin by carefully reading the complaint. Next the investigator should review applicable Board policies, administrative procedures and manuals, laws, regulations, and collective bargaining agreements.

I. The investigator should develop a plan, including:

1. Witness list
2. Order of interviews
3. Questions for witnesses
4. Physical evidence needed, e.g., records, documents, reports, photos, and letters

J. The investigator should make logistical arrangements, e.g., determine interview location and the need for photographs and/or a video or audio recording.

K. If the investigator encounters an issue with legal ramifications outside of his/her understanding, either before or during the investigation, he/she should consult the Board Attorney before proceeding further on that legal issue, as well as any other areas of the investigation it impacts.

Step 2: The Investigation

A. Typically, interview the complainant first, next the subject of the investigation, and, finally, all witnesses. The following applies to all interviews:

1. If possible, statements should be written, dated, and signed by the person being interviewed. Do not audio or video record statements without first obtaining the Board Attorney's advice concerning legal prerequisites and treatment of the recordings.
2. Ask open-ended questions and do not suggest answers to questions.
3. Record important details, essentially who, did what, to whom, when, and how done and, if appropriate, why?
4. Be objective and nonjudgmental; do not prejudge an alleged wrongdoer's guilt. Never show outrage or dismay.
5. Ask for the names of any other witnesses.
6. Deal with emotional outbursts and anger by patiently explaining that details are needed for an accurate investigation.
7. If a witness cannot be interviewed, record the reason.

B. While confidentiality should be maintained, do not make promises of confidentiality or anonymity. Only the Superintendent may promise confidentiality or anonymity.

C. Keep the Superintendent informed, but do not discuss the investigation with Board members in order to avoid the appearance of prejudice or unfairness.

D. Obtain copies of all relevant written or electronic communications. Originals are not needed, but record how to get them.

E. Collect physical evidence and photographs. Keep a record of when, and where, or from whom physical evidence was gathered.

F. Document any information about the interview that is relevant, or may become relevant, including the person's demeanor, gestures, accuracy of memory, and overall credibility.



G. During the investigation, keep the investigation file separate from personnel or student record files. In a subsequent hearing, the opposing side may be able to view the investigation file. Records relating to a public body's adjudication (hearing) of employee grievances or disciplinary cases are exempt from Freedom of Information Act public records requests under 5 ILCS 140/7(1)(n). However, the exemption does not extend to the final outcome of cases in which discipline is imposed.

Step 3: Following the Investigation

A. Report to the Superintendent or designee the investigation results, that is, the matters investigated, facts, conclusions, and recommendations. Prepare a written report if appropriate or requested.

1. Answer who, what, when, where, why, and how.
2. Factual findings are based on whether an incident's occurrence is more likely than not. Identify as many factual findings as possible to support a conclusion. In a "he said, she said" scenario, a decision can be based on the credibility of the parties and witnesses. Include in the report any findings that are inconclusive.
3. Make a determination regarding credibility of specific evidence, that is, how believable is it and why by explaining the basis for the determination. Credible evidence is capable of belief by a reasonable person.

B. Be prepared to testify as to the fairness of the investigation, the authenticity of the evidence, and the contents of the investigation report.

# School Board

## Administrative Procedure - Nondiscrimination Coordinator and Complaint Manager

The Nondiscrimination Coordinator directs the District's compliance with federal and State laws governing discrimination and harassment in the workplace. The Complaint Manager administers the complaint process in Board policy 2:260, *Uniform Grievance Procedure*.

### Superintendent Responsibilities

- A. Appoints individuals to serve as a Nondiscrimination Coordinator and Complaint Manager whose skill set suggest they could effectively fulfill the responsibilities identified in this procedure. One individual may serve in both capacities. The Superintendent may serve in either capacity. If possible, at least 2 Complaint Managers are appointed, one of each gender.
- B. Identifies individuals to supervise the performance of the Nondiscrimination Coordinator and Complaint Manager. The supervisor must understand the responsibilities of each role and have authority to take action. If possible, a different individual is assigned to supervise each role as a control measure, e.g., the Human Resources Manager supervises the Nondiscrimination Coordinator's performance and the Superintendent supervises the Complaint Manager's performance.
- C. Requires each Nondiscrimination Coordinator and/or Complaint Manager to possess or obtain:
  1. In-depth knowledge of Board policies as well as rules and conduct codes for students and employees.
  2. General knowledge of State and federal laws concerning equal employment and educational opportunities.
  3. Ability to:
    - a. Communicate effectively, both orally and in writing, and to establish rapport with others;
    - b. Plan, implement, evaluate, and report activities conducted;
    - c. Be both consistent and flexible as circumstances warrant; and
    - d. Analyze, clarify, and mediate differences of opinion.
- D. Facilitates the effective performance of the Nondiscrimination Coordinator and Complaint Managers by:
  1. Providing them with clear expectations concerning their roles and responsibilities.
  2. Communicating to employees and students their functions and responsibilities.
  3. Providing them resources and professional development opportunities.
  4. Providing them access to the Board Attorney for legal advice concerning their responsibilities.

### Nondiscrimination Coordinator Responsibilities

- A. Directs the District's efforts to provide equal employment and educational opportunities and prohibit the harassment of employees, students, and others. Manages compliance with Board policies 2:260, *Uniform Grievance Procedure*; 5:10, *Equal Employment Opportunity and Minority Recruitment*; 5:20, *Workplace Harassment Prohibited*; and 7:20, *Harassment of Students Prohibited*.
- B. Develops and manages a program that will fully inform all employees and students about the District's commitment to equal employment and educational opportunities and a harassment-free environment. A component of this program is to inform employees and students about Board policies and administrative procedures.
- C. Provides ongoing consultation, technical assistance, and information services regarding compliance requirements and programs.
- D. Assists the Human Resources Manager with monitoring compliance with the recordkeeping and notice requirements contained in federal and State laws concerning discrimination and harassment in schools and the workplace.
- E. Maintains grievance and compliance records and files.
- F. Makes recommendations for action by appropriate decision makers.

G. Establishes a positive climate for nondiscrimination compliance efforts. This effort includes encouraging individuals to come forward with suggestions and complaints.

#### Complaint Manager Responsibilities

A. Implements and administers the grievance process contained in Board policy 2:260, *Uniform Grievance Procedure*.

B. Manages complaints alleging a violation of any Board policy or procedure listed in the next section.

C. Assists complainants and potential complainants by, among other things, providing consultation and information to them.

D. Attempts to resolve complaints without resorting to the formal grievance process provided in Board policy 2:260, *Uniform Grievance Procedure*.

E. Informs potential complainants, complainants, and witnesses that the District prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.

F. Receives formal complaints and notifies relevant individuals of the ensuing process.

G. Investigates complaints or appoints a qualified individual to undertake the investigation on his or her behalf. Each complaint shall be investigated promptly, thoroughly, and impartially, and as confidentially as possible.

H. For each formal complaint, prepares a comprehensive written report describing the: (a) complaint, (b) investigation, and (c) findings and recommendations. Provides the report to the Superintendent or School Board if the Superintendent is an alleged responsible party.

I. Receives a request from a complainant to appeal the Superintendent's resolution of the complaint and promptly forwards all relevant material to the Board.

J. Monitors compliance with all requirements and time-lines specified in Board policy 2:260, *Uniform Grievance Procedure*.

#### Applicable Policies and Procedures

##### Section 2

2:260 Uniform Grievance Procedure

2:260-AP2 Administrative Procedure - Nondiscrimination Coordinator and Complaint Manager

##### Section 5

5:10 Equal Employment Opportunity and Minority Recruitment

5:20 Workplace Harassment Prohibited

5:20-AP Administrative Procedure - Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation

##### Section 6

6:120 Education of Children with Disabilities

6:140 Education of Homeless Children

6:140-AP Administrative Procedure - Education of Homeless Children

6:170 Title I Programs

6:260 Complaints About Curriculum, Instructional Materials, and Programs

##### Section 7 - Students

7:10 Equal Educational Opportunities

7:10-AP Accommodating Transgender Students or Gender Non-Conforming Students; Supports and Inclusion

7:20 Harassment of Students Prohibited

7:20-AP Administrative Procedure - Harassment of Students Prohibited

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

7:190 Student Discipline

##### Section 8 - Community Relations

8:70 Accommodating Individuals with Disabilities

8:110 Public Suggestions and Concerns

#### Resources

U.S. Equal Employment Opportunity Commission, [www.eeoc.gov](http://www.eeoc.gov).

“Enforcement Guidance and Related Documents,” U.S. Equal Employment Opportunity Commission, [www.eeoc.gov/policy/guidance.html](http://www.eeoc.gov/policy/guidance.html).

“Sexual Harassment: It’s Not Academic” U.S. Dept. of Education, Office for Civil Rights, [www.ed.gov/about/offices/list/ocr/docs/ocrshpam.html](http://www.ed.gov/about/offices/list/ocr/docs/ocrshpam.html).

“Frequently Asked Questions about Sexual Harassment,” U.S. Dept. of Education, Office for Civil Rights, [www.ed.gov/about/offices/list/ocr/qa-sex.html](http://www.ed.gov/about/offices/list/ocr/qa-sex.html).

“Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties,” Office for Civil Rights, [www.ed.gov/about/offices/list/ocr/docs/shguide.html](http://www.ed.gov/about/offices/list/ocr/docs/shguide.html).

“Q&A Regarding Title IX Procedural Requirements,” U.S. Dept. of Justice, [www.justice.gov/crt/about/cor/coord/TitleIXQandA.php](http://www.justice.gov/crt/about/cor/coord/TitleIXQandA.php) .

## SEXUAL HARASSMENT OF STUDENTS PROHIBITED

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

- (1) Makes such conduct a condition of a student's academic status or that denies or limits the provision of educational aid, benefits, services, or treatment;
  - 1.
- (2) Is sufficiently serious, pervasive or persistent and interferes with or limits a student's ability to participate in or benefit from the school's programs; or
  - 2.
- (3) 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.

### Reporting Procedures, Investigation and Recordkeeping

All members of the school community, including students, parents/guardians, school employees and community members are encouraged to report claims or incidents of 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 shall be referred to the Building Principal or Dean of Students for appropriate action.

The Superintendent shall insert the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers in the spaces provided below. At least one of these individuals shall be female, and at least one shall be male.

### **Nondiscrimination Coordinator:**

Name: Michael Schiffman

Address

100 S. Summit

Pearl City, IL 61062

Telephone: 815-443-2715

Email: mschiffman@pcwolves.net

### **Complaint Managers:**

Name: Brent Chrisman

Address: 100 S. Summit

Pearl City, IL 61062

Telephone: 815-443-2715  
Email: [bchrisman@pcwolves.net](mailto:bchrisman@pcwolves.net)

Name: Ben Asche  
Address: 100 S. Summit  
Pearl City, IL 61062  
Telephone: 815-443-2715  
Email: [basche@pcwolves.net](mailto:basche@pcwolves.net)

Name: Kim Williams  
Address: 100 S. Summit  
Pearl City, IL 61062  
Telephone: 815-443-2715  
Email: [kwilliams@pcwolves.net](mailto:kwilliams@pcwolves.net)

As part of the investigation, the individual(s) alleged to have engaged in sexual harassment and the student(s) allegedly targeted by sexual harassment may file a written statement in response to the report. The investigator may also interview individuals who were involved in or who witnessed sexual harassment. Upon completion of the investigation, the Building Principal or designee shall make written findings and conclusions as to each allegation of sexual harassment.

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

#### Responding to Sexual Harassment

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

LEGAL REF.: 34 C.F.R. Part 106.

105 ILCS 5/10-20.12, 5/10-22.5, 5/24-24, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

20 U.S.C. § 1681 et seq., Title IX of the Education Amendments of 1972.

Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).

Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).

Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:230 (Maintaining Student Discipline), 7:10 (Equal Educational Opportunities), 7:180 (Bullying, Intimidation, and Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

## **Bullying, Intimidation AND Harassment OF STUDENTS PROHIBITED**

Bullying, intimidation and harassment of students are contrary to federal and state law and District policy. The purpose of this policy is to ensure that the District creates positive conditions for learning and development that support the academic, social and emotional well-being of all District students.

This policy prohibits bullying, intimidation and/or harassment of students on the basis of actual or perceived race, color, religion, sex, sexual orientation, gender-related identity or expression, national origin, ancestry, age, marital status, physical or mental disability, military status, 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 harassment, intimidating conduct, or bullying that interferes with a student's educational performance, or creates a hostile educational environment.

Bullying, intimidation and harassment by students, employees or third parties are prohibited:

- 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;
- During any school-sponsored education program or activity;
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
- Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or its schools if the bullying causes a substantial disruption to the educational process or orderly operation of a school; or
- Off campus if the bullying causes a hostile environment on school grounds or causes substantial disruption to the educational process or orderly operation of a school.

This policy shall be communicated annually to students, their parents/guardians and District personnel in relevant handbooks and shall be posted on the District's website.

The District shall implement this policy by: 1) conducting prompt and thorough investigations of all alleged incidents of bullying, intimidation and/or harassment; 2) providing each individual who violates this policy with appropriate consequences and remedial actions; and 3) protecting students against retaliation for reporting such conduct.

## **Bullying and Harassment Defined**

Bullying, including cyber-bullying, is defined as 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:

- (1) Place the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Cause a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfere with the student's or students' academic performance; and/or
- (4) Substantially interfere with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Harassment is defined as sufficiently serious, pervasive or persistent verbal or physical acts of conduct that:

- (1) Interfere with or limits a student's ability to participate in or benefit from the school's programs, services, activities or opportunities offered by the school; or
  - 1.
- (2) Create an intimidating, hostile or offensive educational environment.

Examples of bullying and harassment include, but are not limited to: name-calling, using derogatory slurs, threats, intimidation, stalking, causing psychological harm, threatening or causing physical violence, sexual harassment, sexual violence, theft, public humiliation, threatened or actual destruction of property, wearing or possessing items which depict or imply hatred of or prejudice against individuals based on one or more of the distinguishing characteristics listed in the second paragraph of this policy, or retaliation for asserting or alleging an act of bullying.

## **Cyber-bullying**

Cyber-bullying is defined as 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, photoelectronic system, or photooptical system, including without limitation electronic mail, Internet communications, instant message, or facsimile communications.

Cyber-bullying includes, but is not limited to:

- 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 above definition of bullying.
- 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 above definition of bullying.

## **Reporting Procedures**

All school employees shall report claims or incidents which they reasonably believe could constitute bullying, intimidation, or harassment to the Nondiscrimination Coordinator, Building Principal, Dean of Students, or a Complaint Manager using the attached Bullying, Intimidation, Harassment and School Violence Report Form.

Students are encouraged to report claims or incidents which they reasonably believe could constitute bullying, intimidation, or harassment to any school employee.



Complaints will be kept confidential to the extent possible given the need to fully investigate the complaint. Anonymous reports will be accepted.

The Superintendent shall insert the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers in the spaces provided below.

Nondiscrimination Coordinator:

Michael Schiffman

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Name

100 S. Summit

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Address

Pearl City, IL 61062

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815-443-2715

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Telephone

[mschiffman@pcwolves.net](mailto:mschiffman@pcwolves.net)

Email Address

Complaint Managers:

Brent Chrisman

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Name

100 S. Summit

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Address

Pearl City, IL 61062

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815-443-2715

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Telephone

[bchrisman@pcwolves.net](mailto:bchrisman@pcwolves.net)

Email Address

Ben Asche

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Name

100 S. Summit

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Address

Pearl City, IL 61062

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815-443-2715

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Telephone

[basche@pcwolves.net](mailto:basche@pcwolves.net)

Email Address

## **Reprisal/Retaliation Prohibited**

Reprisal or retaliation against any person who reports an act of bullying or harassment is strictly prohibited. A person who is found to have engaged in reprisal or retaliation will be treated as having engaged in bullying or harassment in violation of this policy for purposes of determining any consequences or other appropriate remedial actions.

## **Knowingly False Accusations of Bullying Prohibited**

Knowingly falsely accusing any person of bullying or harassment and/or providing knowingly false information regarding bullying or harassment is strictly prohibited. A person who is found to have knowingly falsely accused another of bullying or harassment or provided knowingly false information regarding bullying or harassment will be treated as having engaged in bullying or harassment in violation of this policy for purposes of determining any consequences or other appropriate remedial actions.

## **Investigation Procedures**

The Superintendent or designee shall promptly and equitably investigate reports of bullying and/or harassment and make all reasonable efforts to complete the investigation within 10 school days after the date the report of bullying was received. The Superintendent or designee will:

1. Notify the building principal and/or relevant school administrator or designee of the report of bullying or harassment as soon as soon as possible after it is received;
2. Take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying or harassment;
3. Involve appropriate school support personnel and other staff with knowledge, experience, and training on bullying and harassment prevention, as deemed appropriate;
4. Afford the individual(s) alleged to have engaged in bullying, intimidating and/or harassing behavior and the student(s) allegedly targeted by bullying, intimidating and/or harassing behavior an opportunity to file a written statement in response to the bullying report;
5. Interview, separately, students who were involved in or who witnessed the bullying, intimidating and/or harassing behavior;
6. Determine whether interim measures for the student allegedly targeted by the bullying and/or harassing behavior are necessary. Such interim measures may include, but are not limited to, no contact between the involved individuals, class schedule changes, use of escorts, and/or counseling.
7. Consistent with federal and state student privacy laws, provide the parents/guardians of students who are parties to the investigation with:
  - a. Information about the investigation; and
  - b. An opportunity to meet with the building principal or relevant school administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
8. Utilize a preponderance of the evidence standard in determining whether such bullying and/or harassment occurred.
9. At the conclusion of the investigation, both parties will be notified in writing of the outcome of the bullying/harassment investigation.

## **Responding to Bullying, Intimidation and Harassment**

### **Interventions and Notice to Parents/Guardians**

The Superintendent or designee shall use interventions to address bullying and harassment which may include, but are not limited to: school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

Consistent with federal and state student privacy laws, the Superintendent or designee shall promptly report to parents/guardians of all students involved in the incident of bullying and discuss, as appropriate, the availability of these interventions.

### **Discipline, Consequences and Remedies**

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to a range of consequences, including but not limited to discipline up to suspension and/or expulsion, educational consequences, a no contact or supervision plan, counseling and/or training, and behavioral consequences. The development of consequences for a student who engages in bullying behavior will be grounded in ongoing efforts within the District to implement social and emotional learning, positive behavioral interventions and supports, the overarching curriculum, discipline policies and other violence prevention efforts. All parents/guardians shall be notified, as required by State law, whenever their student engages in aggressive behavior.

Any District employee or 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.

If the investigation determines a student was bullied and/or harassed, the District will ensure that the student who was targeted by the bullying and/or harassment is provided appropriate remedies. Such appropriate remedies may include, but are not limited to, class schedule changes, providing an escort, counseling, reassessment of student work or grades and/or tutoring.

### **Professional Development**

The Superintendent or designee shall develop and maintain a program to monitor bullying and harassment that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures. Results of this assessment shall be reported to the Board annually along with recommendations to enhance effectiveness.

The District recognizes that accurate and current information about the causes and consequences of bullying, harassment and school violence to students and school personnel is critical to effective prevention and intervention. The District will ensure that all District personnel receive professional development that addresses the causes and consequences of bullying and school violence and strategies to effectively prevent and intervene when such behaviors occur.

### **Policy Evaluation**

This policy is based on the engagement of a range of school stakeholders, including students and parents/guardians. The District shall evaluate this policy at least every two years after its initial adoption and shall file this policy and any updates with the Illinois State Board of Education.

The District's policy evaluation process will assess the outcomes and effectiveness of the policy through a review of factors including, but not limited to: the frequency of victimization; student, staff and family observations of safety at schools; identification of areas of schools where bullying occurs; the types of bullying utilized; and bystander intervention or participation. Information developed as a result of this policy evaluation will be made available on the District's website.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.12, 5/10-20.14, 5/10-22.5, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

42 U.S.C. § 2000d et seq., Title VI of the Civil Rights Act of 1964.

20 U.S.C. § 1681 et seq., Title IX of the Education Amendments of 1972.

29 U.S.C. § 794, Section 504 of the Rehabilitation Act of 1973.

42 U.S.C. § 12131 et seq., Title II of the American with Disabilities Act of 1990.

CROSS REF.: 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Sexual Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

# Students

## Misconduct by Students with Disabilities

### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### Discipline of Special Education Students or Students Suspected of Having a Disability

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students or students where the District has knowledge or reason to believe the student may be a student with a disability before the behavior that precipitated the disciplinary action occurred. Therefore, prior to taking any action that may constitute a significant change in placement for such students, including an expulsion or suspension for more than 10 consecutive school days, the District will adhere to identification, evaluation, placement and due process procedures. No special education students or students where the District has knowledge or reason to believe the student may be a student with a disability before the behavior that precipitated the disciplinary action occurred shall be expelled or suspended for more than 10 consecutive school days if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

34 C.F.R. §§300.101, 300.530 - 300.536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill.Admin.Code §226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)