

# Putnam County Junior High School

2025-2026

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## **Mission Statement**

*Providing foundations together,  
Cultivating individual growth*

PUTNAM COUNTY SCHOOL DISTRICT 535



**EDUCATING OUR FUTURE**  
**Putnam County Junior High School**  
**Parent-Student Handbook**  
**2025-2026**

Introduction

The faculty, staff, and administration welcome you to Putnam County Junior High School. Our educational programs which await you are challenging, motivating, and of top quality. Each instructor has taken the time to develop his/her program so that the opportunity is there for each student to achieve his/her potential both academically and socially.

In addition to the academic environment, many extra-curricular activities await interested students. The activities provide each participant with opportunities to make use of the special talents he or she may possess. Students are encouraged to participate to the fullest extent possible in extra-curricular activities.

The “middle school concept” is of major importance at Putnam County Junior High School. Our student-centered curriculum is designed to project an atmosphere of warmth and caring. Exploratory provides a variety of learning opportunities for all students. Advisory gives each student an adult on staff that knows him or her a little better, cares for him or her a bit more, and is available when the student needs help. Faculty member’s work throughout the summer, collaborating in the development of interdisciplinary units in the six fundamental learning areas so that students have the opportunities to acquire not only the knowledge, but also the skills needed to work with others throughout their lives.

The Putnam County community is a member of the CHARACTER COUNTS! Coalition. The schools use the six pillars of character as the standard for student conduct and behavior. Students are expected to know and follow the six pillars of character. The pillars are:

Trustworthiness  
Respect

Responsibility  
Fairness

Caring  
Citizenship

This handbook has been prepared as a reference guide for the benefit of Putnam County Junior High School students and their parents. We hope that parents and students will read the handbook carefully and keep it handy for a reference. We also ask that you sign and return the receipt found at the end of this handbook to verify that you have received and read this handbook. We are looking forward to an exciting and successful school year and we welcome your support to make that possible.

Yours in Educational Service,

**Michael S. Olson**  
Principal

**Julie Zuniga**  
Secretary

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## **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **ASBESTOS MATERIALS**

State statutes require school districts to update parents and employees annually on the presence of asbestos containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD # 535 have been re-inspected for asbestos-containing building materials by an accredited inspector.

Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

## **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 Principal 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. Students and staff requesting to bring an animal on school property should see the Principal.

## **SCHOOL CANCELLATION/DISMISSAL DUE TO WEATHER**

**Inclement Weather Plan** The decision not to open school because of inclement weather conditions rests with the Superintendent. There are numerous factors involved in the decision, from the state legal requirements for days of school attendance to the safety and welfare of the students.

Every attempt will be made for adequate notification to parents through the appropriate media. Cancellation

The Putnam County CUSD #535 policy is to hold classes whenever possible. School will be canceled whenever it is determined that the school buses will have difficulty completing their routes. The administration is interested in insuring the safety of the students and must also carry out its assigned task of education.

The final decision whether a child should be kept home because of bad weather rests with the parent. Any time parents are worried about bad roads or weather, they may keep their child at home as an excused absence.

## **Apptegy/Thrillshare**

Apptegy/Thrillshare service is a reliable, robust communication solution designed specifically for K-12 administrators and educators. This system is utilized by PC for informing families, students, and the community of emergencies and other school-related happenings.

In addition to Apptegy/Thrillshare, the school website will be utilized for informing of emergencies as well as daily events. In addition, the District will utilize an app and texting service to alert all subscribers of cancellations or other District notifications.

Coordinator: Dr. Clayton Theisinger, Superintendent

**Delayed Start** The Superintendent may elect to delay the start of school by one or two hours for bus route completion. If this decision is made by the Superintendent, an announcement will be made on local radio stations and through Apptegy/Thrillshare as early as possible.

When an announcement is made that buses will be delayed either one or two hours, school opening will be delayed by the same amount of time, and no students are expected in the buildings before the delayed opening time.

## **Extracurricular Events**

Varsity practice and games are not directly affected by school closings because a small number of young adults are involved.

For information regarding varsity and sophomore events – whether they will be held or canceled – listen to your local radio stations or opt to receive texting and app notifications from the District.

1. When school is closed because of weather conditions, all junior varsity and freshmen games and practices are automatically canceled. Scheduled varsity and sophomore events may be played.
2. When school is closed, all junior high games and practices are canceled.
3. All other extracurricular meetings after school are canceled when school is closed because of weather.
4. When an extracurricular event is in session after school hours and a winter storm is approaching, the sponsor is responsible for ensuring that all participants get home safely by following the procedures set for the regular school day.
5. Students with Fs attending extra curricular events
  - a. Students with Fs are not allowed to attend extra curricular activities.
  - b. Eligibility will be checked on Monday and students will not be allowed to attend any extra curricular events at Putnam County Jr. High.

## **Radio Station Announcements**

In addition to postings on the school district website ([www.pcschools535.org](http://www.pcschools535.org)), all announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations: AM FM AM FM WLPO/WAJK 1220 99.3 WLPO/WAJK 1220 99.3 WLRZ – Peru 100.9 WZOE – Princeton 1490 98.1 WIRL – Peoria 1290

## **COMMUNITY RELATIONS**

**Parental Involvement** In order to ensure collaborative relationships between students' families and the District and to enable parents/guardians to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
  2. Encourage parents/guardians to be involved in their child's school and education.
  3. Establish effective two-way communication between parents/guardians and the District.
  4. Seek input from parents/guardians on significant school-related issues.
  5. Inform parents/guardians on how they can assist their children's learning.
- The Superintendent shall periodically report to the School Board on the implementation of this policy.

#### **Parent Advisory Committee/ PTO**

The Parent Advisory Committee (PAC) for Putnam County Community Unit School District #535 is a committee of parents representing the various villages and grade levels served by the school. The purpose of the PAC is to provide direct two-way communication between the school, the parents, and communities. The committee will meet once during each grading period during the school year. Parents who are interested in serving on the PAC are encouraged to contact the Building Principal.

The Putnam County PTO for Putnam County Community Unit District #535 is composed of parents and school officials to help provide educational opportunities for the students of Putnam County schools. The committee meets on a regular basis to plan and coordinate fundraising activities and planning and implementing activities for students. If you are interested in serving, please contact the building principal.

#### **OPERATIONAL SERVICES**

**Waiver of Student Fees** The Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees.

Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy.

In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver.

Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

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

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks.

Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

**Fee Waiver: Eligibility Criteria** A student shall be eligible for a fee waiver when: 1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. 1758; 7 C.F.R. Part 245 et seq.; or

2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children). The Superintendent or designee will give additional consideration where there are extenuating circumstances.

**Fee Waiver: Eligibility Verification**

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to the National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days.

The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to the National School Lunch Act.

#### **Fee Waiver:**

**Determination and Appeal** The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied.

The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial.

The Superintendent or designee shall respond within 14 days of receipt of the appeal.

The Superintendent's decision may be appealed to the Board.



The decision of the Board is final and binding.

#### Free and Reduced Price Food Service (FRPFS)

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

**FRPFS: Eligibility Criteria and Selection of Children** A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

**FRPFS: Notification** At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of:

- (1) eligibility requirements for free and reduced-price food service;
- (2) the application process;
- (3) the name and telephone number of a contact person for the program; and
- (4) other information required by federal law.

The Superintendent shall provide the same information to:

- (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and
- (2) the District's website (if applicable), all school newsletters, or students' registration materials.

Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### **FRPFS: Nondiscrimination Assurance**

The District shall avoid publicly identifying students receiving free or reduced price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

#### **FRPFS: Appeal**

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family.

The District may also use these procedures to challenge a child's continued eligibility for free or reduced-priced meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

### **INSTRUCTIONAL PROGRAMMING**

#### **Title I Programs**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable.

Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalence among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

**Title I Parental Involvement** The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I.

These programs, activities, and procedures are described in District-level and School-level compacts. 18 District-Level Parental Involvement Compact The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements.

The District-Level Parental Involvement Compact shall contain:

- (1) the District's expectations for parental involvement,
- (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and
- (3) other provisions as required by federal law.

The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements.

This School-Level Parental Involvement Compact shall contain:

- (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement,
- (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and
- (4) other provisions as required by federal law.

Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### English Learners

The school offers opportunities for English 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 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 Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Mrs. Courtney Balestri by phone at (815)882-2800 ext. 2.

#### Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law.

The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled.

A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths.

In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may conduct a review as to whether such hardship continues to exist in accordance with State law.

#### **IDEA Child Find (Special Education)**

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 School 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 through the school year of which the student turns 22 for whom it is determined that special education services or 504 accommodations are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services based on identified individual needs.

Putnam County School District #535 has special education programs and services available either in our district or in the districts within our special education joint agreement, the La Salle County Education Alliance for Special Education (L.E.A.S.E.). These services are available for students with all types of disabilities and/or exceptionalities. Within the L.E.A.S.E. Cooperative, all member school districts establish, maintain or have access to special education instructional programs, resource programs and related services which meet the educational needs of children with the following exceptional characteristics: auditory; visual; physical/health impairments; speech/language impairments, deficits in the essential learning processes of perception, conceptualization, memory,

attention or motor control; deficits in intellectual development and mental capacity; educational maladjustment related to social or cultural circumstances; affective disorders or adaptive behavior which restricts affective functioning.

Referrals of students for special education programs and/or services may be made by parents in writing, as well as by local school certified teachers after following the district's RTI process. Written referral requests should be submitted to either the Building Principal or the Director of Student Services.

Parents may also request a copy of the Illinois Administrative Code, Part 226 - Special Education Rules and Regulations, by writing \*to the:

Illinois State Board of Education  
Department of Special Education  
100 North First Street  
Springfield, Illinois 62777-0001

It is also available on their website at [www.isbe.net](http://www.isbe.net).

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. For more information, please contact the Director of Student Services, at 815-882-2800, ext. 8.

A booklet entitled, "Parents' Guide - The Educational Rights of Students with Disabilities," may be obtained by writing to:

L.E.A.S.E.  
1009 Boyce Memorial Drive  
Ottawa, IL. 61350

<https://www.google.com/url?q=https://www.isbe.net/Pages/Special-Education-Parent-Rights.aspx&sa=D&source=editors&ust=1620243398301000&usg=AOvVaw0CuTVzynTrjQQi49z7rhve>

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings.

This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the Director of Student Services 815.882.2800 opt 8.

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **Section 504**

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability that is substantially limiting and is significantly impacting the student's educational performance, an individualized 504 Plan may be developed and implemented to provide the needed accommodations so the student can access his or her education as effectively.

Not all students with a medical diagnosis, life-threatening allergies and/or life-threatening chronic illnesses may be eligible under Section 504. This determination is made through a review of multiple sources including present and past data, teacher input, parent input, and student performance.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. For more information, please contact the Director of Student Services, at 815-882-2800, ext. 8.

### **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.

#### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child.

A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

Both the student and the designated caregiver possess valid registry identification cards issued by IDPH: Copies of the registry identification cards are provided to the District; and That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis.

#### **INSTRUCTION AND CURRICULUM**

Curriculum Content The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.
3. Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course.

The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest.

The course shall include classroom instruction on distracted driving as a major traffic safety issue.

Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle.

The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

4 In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including:

- (a) causes of conflict,
- (b) consequences of violent behavior,
- (c) non-violent resolution, and
- (d) relationships between drugs, alcohol, and violence.

5. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.

6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.

7. In all schools, citizenship values must be taught, including:

- (a) patriotism,
- (b) democratic principles of freedom, justice, and equality,
- (c) proper use and display of the American flag,
- (d) the Pledge of Allegiance, and
- (e) the voting process.

8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, Credit for Alternative Courses and Programs, and Course Substitution, and 7:260, Exemption from Physical Activity.

9. In all schools, health education must be stressed, including:

- (a) proper nutrition,
- (b) physical fitness,
- (c) components necessary to develop a sound mind in a healthy body, and
- (d) dangers and avoidance of abduction.

The Superintendent shall implement a comprehensive health education program in accordance with State law.

10. In all schools, career/vocational education must be taught, including:

- (a) the importance of work,
  - (b) the development of basic skills to enter the world of work and/or continue formal education,
  - (c) good work habits and values,
  - (d) the relationship between learning and work, and
  - (e) if possible, a student work 25 program that provides the student with work experience as an extension of the regular classroom.
- A career awareness and exploration program must be available at all grade levels.

11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.

12. In all schools, conservation of natural resources must be taught, including:

- (a) home ecology,
- (b) endangered species,
- (c) threats to the environment, and
- (d) the importance of the environment to life as we know it.

13. In all schools, United States history must be taught, including:

- (a) the principles of representative government,
- (b) the Constitutions of the U.S. and Illinois,
- (c) the role of the U.S. in world affairs,
- (d) the role of labor unions, and
- (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.

17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.

18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2- 3.80.

19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. Sex Education Instruction For your information, State law requires that all sex education instruction must be age appropriate, evidence based, and medically accurate.

Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases.

Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.

Family life courses are designed to promote a wholesome and comprehensive and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection.

The parent or guardian's decision will not be the reason 26 for any student discipline, including suspension or expulsion.

Nothing in this section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Exemption from PE Requirements In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act.

The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request.

An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

### 6<sup>th</sup> – 8<sup>th</sup> Grades

#### Grading Scale

Report cards are distributed at the end of each nine-week period (quarter). The following marks are used: Grade Interval

GPA					
A - 100%-90%	Excellent	4.0			
B - 89%-80%	Above Average	3.0	C	-	
79%-70%	Average, normal progress	2.0			
D - 69%-60%	Below average - promotion questionable	1.0			
F - Below 60%	Failing - improvement necessary for promotion	0.0			
IN	Incomplete				
ME	Medically Excused				
CR	Credit Given for Class				

#### Academic Subjects

Reading/Literature

English/Writing

Mathematics

Science

Social Studies

#### Non Academic Subjects

Band

Chorus

Physical Education

Exploratory

Putnam County Junior High has moved from a five point scale to the four point grading scale as follows:

A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0.0

These points will be used to determine high honor roll/honor roll each quarter and for potential retention.

#### Honor Roll

Students may earn recognition for their classroom performance through High Honors or Honor Roll distinctions.

#### High Honor Roll Requirements

1. A student must have a GPA between 3.70-4.0 and
2. A student may not have less than B's in academic or non-academic subjects.

#### Honor Roll Requirements

1. A student must have a GPA of 3.3-3.69 and
2. A student may not have less than C's in academic or non-academic subjects.

#### Additional Factors Pertaining To Honor Roll and Report Cards

#### 6<sup>th</sup> – 8<sup>th</sup> Grades:

1. If a student has an incomplete on his/her report card, the student will not be considered for either honor roll.
2. Signed report cards must be returned to the office on the Monday following distribution. If a parent wishes a conference with a teacher or teachers, the parent should write this request on the signed report card copy returned to the school or phone the school, (882-2800 x3) for an appointment.
3. An incomplete must be made up by the end of the following grading period; at that time grade for the material completed will be computed and marked on the report card. Incomplete grades will not be given for the final grading period.

#### 6<sup>th</sup> – 8<sup>th</sup> Grades:

1. To remain eligible, participants in any extra-curricular activity may not fail any subject. Grades are checked every Monday (or last day of the week) for the following week's activities throughout all extra-curricular seasons. A student deemed ineligible is unable to participate on the following Monday through Saturday.
2. A student may not be excused from a class in which he/she is doing failing work to participate in extra-curricular activities.

### **Placement, Promotion, and Retention**

The Principal will assign students to classes as outlined in School Board Policy 7.30. Placement, promotion, or retention will be made in the best interests of the student after careful evaluation of all factors relating to the advantages and disadvantages of identified alternatives.

The Principal will direct and assist teachers in the evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reason not related to the student's academic performance. In accordance with the *Illinois education Reform Act* and in compliance with School Board Policy 6.230, both quantitative measures such as age, physical size, ability, and level of academic achievement as well as qualitative assessment of the student's motivation, self image, social adjustment, and readiness for work at the next grade level will be used to determine placement/promotion/retention. Any student who has more than two (2) separate suspensions may not be eligible to attend any end of year activities- assemblies or fieldtrips and graduation. Such decisions will be reached with the support and/or involvement of the parents. If a student is currently part of a case study evaluation or receiving Special Education services, the student's educational team shall determine promotion.

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic core subjects (Reading/Literature, English/Writing, Math, Science and Social Studies). A student must have a yearly average GPA of at least 1.0 to pass the class for the school year. Parents of students, who are in danger of nonpromotion, will be notified by registered mail on May 1<sup>st</sup> including notification through out the year.

### **Interim Progress Report**

Midway during each nine-week period, a progress report will be mailed to parents of students to indicate those areas where the student is doing incomplete, unsatisfactory, or failing work. The student thereby has a sufficient period of time to concentrate on these areas before permanent grades are issued on the report cards. Progress reports may also be mailed which indicate excellent or satisfactory progress.

### **Homework**

Homework is key component to the learning process. Homework can help a child develop the habit of independent study, give him/her practice in basic skills, and help him/her learn the need for budgeting his/her time. In order to better prepare students to be productive citizens in the community and in the workplace, an emphasis has to be placed on daily homework completion. The zero policy has been adapted. Homework that is one day late will receive at most 70% of the value. An academic lunch detention will be served to work on completing incomplete/missing homework. Homework that is two or more days late will receive zero credit. This includes work that is left in lockers, at home, etc. Students with incomplete homework would attend an academic lunch detention.

### **Redos**

- Redos will be offered for any homework assignment or quiz that is an F Sixty Percent ( 60%) or lower. Homework, or quizzes that have been completed and turned in on time will be eligible for a one time redo. Any homework or quiz that was not completed and turned in on time will be allowed to be redone. All requests for redos must be communicated with the teacher and the student and teacher will establish the expectations and timeline for the redo. The timeline is usually within one week of the return of the assignment. This might include re doing homework, extra practice, etc. before the assignment is allowed to be re done.
  - When an assignment is redone, the average of the 2 grades will be recorded.

### **Developing Good Study Habits**

The following suggestions should help reinforce the study habits and skills being taught in school.

1. School assignment notebooks will be issued and all students are expected to complete them with assignments daily. At any time a student may be required to have their assignment notebook completed, and signed by teacher and parent. This is to help students with their organization and communication between school and home. Any student who fails to comply

- with this, will be assigned a lunch detention.
2. Take notes on what is read.
  3. Watch the teacher during the instructional process.
  4. Review your notes before class begins.
  5. Recite answers orally when studying for quizzes or tests
  6. Check assignments and notebooks for neatness and completion.
  7. Get assignments completed and turned into the teacher on time.

#### **Parent Contact**

- If there are any questions regarding homework, assignments, grades, etc. please contact the teacher first. After talking to the teacher, there still are unresolved questions, please contact the principal.

#### **HOMELESS CHILD'S RIGHT TO EDUCATION**

The district ensures the enrollment of homeless children is ongoing and will not be delayed due to scheduling issues, residency requirement documents or the lack of legal guardianship or student records. The district does not charge tuition nor will it refuse enrollment for homeless students.

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired;
- or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The district's homeless liaison is Jodi Peterson, Director of Student Services . If you need to contact Mrs. Peterson please email [petersonj@pcschoos535.org](mailto:petersonj@pcschoos535.org) or call 815.882.2800 opt 1.

#### **Awards**

##### **Presidential Academic Award**

National selection criteria for these awards are as follows:

Recipients of the President's' Award for Educational Excellence must maintain an A- average or equivalent in junior high school, including the first three grading periods of their eighth grade year and meet the additional criteria set forth by the President's' Award for Educational Excellence.

Recipients of the President's Award for Educational Improvement must maintain at least Honor Roll performance in junior high school, including the first three grading periods of their eighth grade year.

##### **Junior High School Academic Award**

Academic Awards will be presented annually to grade eight students for the purpose of providing recognition for outstanding achievement. The guidelines that follow have been developed to govern administration of the Academic Award.

1. Only eighth grade students will be eligible for the Academic Award.



2. Eighth grade students must have maintained academic standards to place them on the High Honor Roll during ten of the first eleven grading periods of their tenure in grades six, seven, and eight ( does not include the 4th Quarter of eighth grade). Students will be notified prior to graduation.
3. Transfer students who meet the criteria found in these guidelines will be eligible for the Academic Award. Eligibility of transfer students will be determined according to official transcript records from the previous school(s) attended.
4. The Academic Award will be presented at the end of each school year during Commencement Exercises.

#### American Legion Award

The American Legion Certificate of Distinguished Achievement is awarded in recognition of the possession of those high qualities of honor, courage, scholarship, leadership, and service that are necessary to the preservation and protection of the fundamental institutions of our government and the advancement of society. Potential recipients (one eighth grade girl and one eighth grade boy) of this award are recommended by a vote of the eighth grade students. The staff at Putnam County Junior High makes final selection. The awards are announced and presented at the Commencement Exercises.

#### Fred Howard Farnsworth Essay Contest

The Fred Howard Farnsworth Essay/Art Contest deals with brief paper and art project on specific topics in the areas of conservation or ecology in Putnam County. Those papers are judged prior to the April Board of Education meeting. Winners on both the middle school (8<sup>th</sup> grade) and senior high school levels are announced at the April meeting. Monetary prizes are awarded.

#### Luann Acuncius Outstanding Puma

The Luann Acuncius Outstanding Puma Award has been created in the memory of Luann Acuncius who devoted her time, strength, and energy to providing a pleasant and enjoyable environment for everyone entering PCJH. The purpose of the award is to recognize an eighth grade boy and girl who has displayed the same qualities of caring, concern, love, and the willingness to help others without reward. The award is announced and presented at the commencement exercises.

#### Coach Lenhausen Sports Leadership Award

The Coach Lenhausen Sports Leadership Award will be awarded to one female and one male eighth grade athlete who best exemplify the CHARACTER COUNTS! The Six Pillars of trustworthiness, respect, responsibility, fairness, caring and citizenship comprise these qualities. The award winners will be selected by a vote of PCJH faculty and staff and will be given annually at the commencement exercise.

#### Perfect Attendance (6<sup>th</sup> – 8<sup>th</sup> Grades)

Good school attendance is important for all students. Perfect school attendance is achieved by only a very few. The school secretary, by law, keeps attendance records. Those select students who have achieved perfect attendance for a full school year are recognized annually at the Awards Assembly.

#### Breakfast of Champions (6th-8th Grades)

Each year students who have earned Honor Roll or High Honor Roll for 3 of the Quarters for the school year will be honored for the academic achievement at the Breakfast of Champions.

#### Puma Pride

Individual growth of a student is measured on what the student has been and is becoming. The committee includes the team of teachers assigned to a particular grade level VIP. The teachers meet weekly to determine students of the week and students of the month are selected at monthly faculty meetings.

### **Extra-Curricular Activities**

#### Introduction

Putnam County Junior High School strives to provide a wide variety of extra-curricular activities. It is felt that each student will have the opportunity to find an activity that appeals to his/her interests and talents and each student is encouraged to participate to the fullest extent possible. Extracurricular activities are a privilege for those who participate. The following activities for 7<sup>th</sup> and 8<sup>th</sup> graders will have participation limits – softball and baseball (18), girls' basketball, boys' basketball and volleyball (15), cheerleading (16). Coaches and sponsors will conduct appropriate tryouts and choose members for these squads. Boys and girls track, 6<sup>th</sup> grade boys basketball, 6<sup>th</sup> grade girls basketball, and 6<sup>th</sup> grade girls volleyball, will have no participation limits. Sixth grade students may be allowed to try out for softball or baseball. This is at the discretion of the coaching staff.

As in many public school systems, alternative methods of funding are necessary to maintain a quality extra-curricular program. Guidelines for extra-curricular activity and user fees are included at the end of this section.

### **Random Drug Testing of Students Participating in Extracurricular Activities**

Students who wish to participate in extracurricular activities at PCJH must consent to the random drug testing policy. The policy and procedures can be found in appendix A of this handbook.

### **Student Code of Conduct for Extra-Curricular Participants**

The Board of Education recognizes the value of extracurricular activities for our students, as well as the community. We also recognize that these activities can fill every day of the week if allowed. With respect for the schedules of our students and their families, it is the policy of the Board of Education to refrain from scheduling activities on Wednesday evenings and Sundays. The activities that relate to this policy include all extracurricular activities. We also understand that situations will occasionally arise that will be exceptions to this policy. Examples of exceptions include, but are not limited to:

- Holiday, conference, regional and state activities and tournaments.
- Special events that are generally considered family events.
- Alternative dates or the rescheduling of events due to weather or other unforeseen circumstances.

If after-school activities are held on campus on Wednesdays, these sessions will be completed by 5:30pm for grades K-8. If requests are made for activities to be held on Wednesday nights or Sunday afternoons no earlier than 2:00 pm, permission must be granted by the building principal. It should be understood that these instances would occur rarely.

Coaches/sponsors will be informally but proactively informed of expectations regarding the appropriateness of encouraging all students to work hard, build skills, and be ready to participate fully in the activity. Coaches/sponsors are the persons who work with participants and are the best judge of skill levels; the rotation and duration of participation is the coach's responsibility.

To be successful, a student must display appropriate behavior and a proper attitude toward practices, games, meets, coaches, sponsors, and team members. If a student's behavior or attitude is unacceptable, he/she will be dropped from the activity for the remainder of that season. A student who is dropped from one team will not be allowed to try out for any other sport during that season.

In developing a proper attitude, each student must develop a degree of PRIDE in his/her own personal appearance and the way he/she participates. A student must always keep in mind that he/she is a representative of his/her school and community. It is a privilege to participate in extra-curricular activities.

The extra-curricular policy is in effect year round. If a student is not in season at the time of a violation, the conditions of the policy carry over to the next season or activity in which the student participates. Individual coaches, sponsors, sports, or activities may be stricter in their punishment. Prior to the beginning of each season or activity, coaches or sponsors will meet with their students to discuss the General Code of Conduct and each specific team or activity code.

If a student quits an activity after completing a suspension, the punishment will carry over to the next activity in which he/she participates.

The rules in this policy do not supersede any board-district or school action that may be taken.

1. SMOKING: Once practices have begun for the school year, a student possessing or using tobacco or vaping will be penalized in the following manner:

A. First Violation

After confirmation of the first violation, the participant shall lose eligibility for 1/4 of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.

B. Second Violation

After confirmation of the second violation, the student shall lose eligibility for the remainder of the school year.

2. DRUGS AND ALCOHOL: Once practices have begun for the school year, a student possessing or using alcohol or drugs will be penalized in the following manner:

A. First Violation - After confirmation of the first violation, the participant shall lose eligibility for 1/2 of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.

B. Second Violation - After confirmation of the second violation, the student shall lose eligibility for the remainder of the school year.

3. CRIMINAL ACTS: Athletes should avoid actions that discredit the school such as charges for battery, theft, burglary, etc. After confirmation of such violation, a meeting between the head coach, or sponsor, athletic director and principal will be held to determine disciplinary action based on the seriousness of the act.
4. ILLNESS: To participate in an extra-curricular activity after school, a student must be in attendance BY 10:00 AM OF THAT SCHOOL DAY. (An exception to this would be prior approval to be granted by the school principal, I.E., DOCTOR'S APPOINTMENT, ORTHO APPOINTMENT, ETC)
5. UNEXCUSED ABSENCES: A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest.
6. QUITTING: A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.
7. ELIGIBILITY: Junior High School: Eligibility is checked every week. To remain eligible, a student may have no failing grade in any academic and/or non-academic subject. If one failing grade is received, the student may participate in practices or meetings but may not participate in any scheduled activities until the next eligibility check. If a student is failing in more than one subject area, he/she is ineligible for practices and events until the next eligibility check. If a student receives ANY failing grade at a second check, he/she is totally ineligible for a second week. IF THAT STUDENT IS AGAIN INELIGIBLE FOR A THIRD TIME DURING THE SAME ACTIVITY, HE/SHE WILL BE DECLARED INELIGIBLE FOR THE REMAINDER OF THAT ACTIVITY. This is a cumulative procedure. This eligibility rule applies to all extra-curricular activities.
1. EQUIPMENT & UNIFORMS: Each student is responsible for equipment and uniforms issued to him/her. If lost or damaged, he/she will be required to pay for them at the current replacement cost after parent notification has been made.
2. GENERAL:
  - A. Curfew: A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.
  - B. Rights: In the event that a member of the Board of Education, an administrator, a teacher, or a supervisor from the school district finds a student in violation of one of these rules, the accuser, when necessary, may be required to confront the student involved and furnish the appropriate personnel with the details.

#### EXTRA-CURRICULAR ACTIVITY AND USER FEE GUIDELINES

##### USER FEE:

1. Junior and Senior high school students who participate in extra-curricular activities will be required to pay a user fee according to the established fee structure.
2. The user fee must be paid, or indigent application made, to the building principal prior to any type of participation in a given category. Indigent applications for waiver of the extra-curricular fees are available at the time of registration in August or before participation in the first extra-curricular activity.
3. The following fee structure for student extra-curricular activity participation has been established

<u>Category</u>	<u>Junior High</u>	<u>High School</u>
*Clubs	\$15	\$25
Puma Crew	\$ 5	NA
Performing Arts	0	0
**Instrumental	0	0
Panteras	NA	\$30
Chorus	0	0
Play/Musical Cast	NA	\$20
***Cheerleading/Athletics (per sport)	\$25	\$40

\*One fee for as many clubs as desired.

\*\* Students participating in District instrumental music programs may rent district-owned instruments from the Music Department. Students will be expected to pay monthly instrumental rental fee, unless they own and use their instruments. A rental fee of \$10.00/month will be charged for non-percussion instruments. Percussionists will be charged \$5.00/month. The instrument rental fee is not an insurance policy. Any major damage that a student might cause due to negligence will be assessed in addition to the monthly rental fee.

\*\*\* Per sport

4. Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.

5. In order to avoid undue financial hardship, a \$300 family limit exists. It is the responsibility of the family to notify the school when a family limit of \$300 in extra-curricular user fee has been reached. Charges for instrument rentals are not included in the \$300 limit.

### **Athletics**

The athletic program at Putnam County Junior High School includes activities for both boys and girls. Boys' sports consist of baseball, basketball, and track. Girls' sports include softball, basketball, volleyball, and track. Putnam County Junior High School is a member of the Little Tri-County Conference and the Illinois Elementary School Association. The athletic program is open to students in grades seven and eight. Each participant is required to read and sign the athletic code before participating in any practices, tryouts, or games. All athletes are required to have a physical exam and school insurance or an insurance waiver signed by a parent or guardian before they can be permitted to practice or participate in any sport.

\*\* All participants are required to pay a \$10.00 fee that will be required of all student-athletes that will allow them to participate in a concussion screening. This screening will provide each athlete with baseline data that will be used to determine when an athlete is ready to resume activity in the vent of a concussion.

### **Sports Concussion**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary 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.

### **Cheerleading**

The purposes of cheerleading are to promote school spirit, to develop a sense of good sportsmanship among the students, and to improve relationships between schools during athletic events. The cheerleading squad consists of two groups, one for grade seven boys' basketball, and one for grade eight boys' basketball. The 16 cheerleaders are selected in the fall for the upcoming season. The same eligibility and physical exam requirements for members of the athletic teams apply to the members of the cheerleading squad.

### **Puma Crew**

Puma Crew is a service organization, often called the "caretakers" of Putnam County Junior High School. These are the students who assume additional responsibilities to take pride in and care for our school. Puma Crew runs concession stands at home basketball and volleyball games, operates the school store, and develops other fundraisers to support incentive days and other school activities and charities. Puma Crew is open to all students. Any student in good academic standing (passing all classes) may work concession stands and the school store, as well as participate in other Puma Crew activities. Students with un-served detentions or suspensions are prohibited from participating in Puma Crew activities.

### **Scholastic Bowl**

The Scholastic Bowl team is an opportunity for students to test their intellectual ability against other students locally and statewide. Contests are held with schools in our area. Culmination comes in the form of regional and statewide contests.

### **Science Fair**

Science fair is offered as an exploratory and extracurricular option for eighth graders. Science fair is a scientific investigation that involves an eighteen week project. The students write a paper, design an experiment, prepare an oral presentation and create a backboard display. When completed, the students compete at the Regional Science Fair held at NIU in DeKalb, with an opportunity to advance to the state competition at the University of Illinois in Champaign.

### **Spelling Bees**

Each year the Peoria Journal Star sponsors a spelling bee in Marshall and Putnam Counties. Students in grades six through eight are eligible to participate in preliminary activities to select three students to represent the school. Competition advances from local to regional, state, and national levels.

### **Student Council**

The Student Council is a delegate assembly of students representing 6<sup>th</sup> – 8<sup>th</sup> graders. The assembly consists of an executive council plus one student from each advisory section. The purpose of this organization is to sponsor major school activities and to

maintain communication and promote understanding between the student body and the faculty. Membership on the council is a privilege, honor, and responsibility which many students seek each year.

### **Write On**

The Write On Club provides an opportunity for students interested in developing their writing skills. Considerable work is done in the computer lab using the computer systems. The club meets during the extended academic period or after school to finish necessary activities.

### **Discipline**

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. These are guidelines to be interpreted by the staff members at Putnam County Junior High School. Each incident will be considered according to the individual merits of the case.

Building policies published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

In addition to the rules outlined in this handbook, the Principal may establish certain written rules and regulations not inconsistent with those established by the board of education and the superintendent of schools.

### **Student Responsibilities**

As in any set of rules or regulations concerning the operation of an organization designed to benefit a group of individuals, it is not possible to specify every conceivable situation. Therefore, any involvement or complicity in, or responsibility for, action that jeopardizes good order, health, safety, or the educational process will be resolved by the principal with the assistance of the school staff. Following the rules of due process, such resolutions may result in penalties ranging from reprimand to suspension from school not exceeding 10 days, and/or referral to the Board of Education with a recommendation for expulsion. If the student is currently part of a case study evaluation or receiving Special Education services, an IEP meeting will be called to include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

Any actions by persons, which are a violation of the criminal statute of the State of Illinois, will be subject to disciplinary action by the administration/Board of Education. Referral to the police for appropriate legal action may also result from criminal acts. Disciplinary actions include suspension and/or recommendation for expulsion from school. Putnam County Junior High School participates in the mandated reciprocal reporting of criminal activity with the authorities.

All students are responsible for the following:

1. To become informed about and adhere to the rules and regulations of Putnam County Junior High School, established by the Board of Education and implemented by the school administrator, teachers, and other staff members.
2. To respect the rights and individuality of other students, administrators, teachers, and other staff members.
3. To refrain from libel, slanderous remarks, and obscenity in both verbal and written form. Students who willfully and knowingly make false statements about other students, faculty and/or staff members to intentionally injure a person's reputation shall be considered in violation of the school policy against harassment. Further, students who willfully obstruct a school investigation by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and will be subject to consequences for misconduct.
4. To dress and groom in a manner that is appropriate for the environment and meets reasonable standards of health, cleanliness, and safety.
5. To be present and punctual at all required school functions including Incentive Day activities as assigned.
6. To refrain from gross disobedience or misconduct or behavior that actually or potentially disrupts the educational process.
7. To maintain the best possible level of academic achievement.

### **School Reporting to Law Enforcement Agencies**

It is the duty of the principal to report to law enforcement any violation of the Cannabis Control Act and violations of Section 401 and 407 of the Illinois Controlled Substance Act that occur in the school, on school property, or on a school bus. In addition, the principal

will report to law enforcement any violation of Putnam County ordinance 2002-01 which makes it unlawful for any person under eighteen (18) years of age to sell, barter, chew, use, possess or smoke tobacco within the corporate limits of Putnam County.

### **Building Policies**

1. No one is allowed to leave the building or the school grounds without the permission of the principal. This rule applies as well to students attending extracurricular activities. Students may not leave the school building during extracurricular activities unless their parent accompanies them.
2. Chewing gum not is allowed at the junior high school.
3. No student may open the locker of another student.
4. Students are not allowed in the classrooms before school, during noon periods, or after school without permission from and supervision of a teacher, the principal, or his/her designee. Furthermore, no one is allowed on campus without authorization.
5. Fighting, encouraging others to fight or participating in "play fighting" will not be tolerated. Any student participating in such behavior may be suspended from school, expelled, or otherwise disciplined. Any student participating in fighting or instigating a fight will receive an automatic 2 (two) days out-of-school suspension for the first violation. The student must meet with the school social worker upon returning to school. Further violations will result in additional suspensions and or expulsion.
6. Possession or use of explosives, firearms, or any other object that can reasonably be considered a weapon or a look-alike shall be prohibited on school buses, in school buildings, or on school grounds at all times, including at school-sponsored events at home or away. This includes any object (purchased or home-made) that may be classified as a weapon or any part of a weapon such as a knife, laser, used bullet shell or cartridge. Violation of this rule will necessitate disciplinary actions that may include suspension or recommendation for expulsion. To bring any kind of explosive material or look alike to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look alike or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person's safety.
7. Any student, who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, or any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means the possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon as defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm, include but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look alike thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.
8. Personal belongings such as baseball cards or other collectibles, electronic devices such as games, pagers, radio, CD players, etc. are not allowed at school. ABSOLUTELY NO BETTING OR TRADING OF ANY ITEMS, INCLUDING MONEY, IS ALLOWED IN SCHOOL, ON SCHOOL GROUNDS, OR ON THE BUSES. Nuisance items confiscated from a student will remain with the principal until a parent or guardian picks up the items. Parents will be notified by letter that the item will be held for two weeks after which time the school shall not be responsible for the items. Students may possess cellular phones during the school day, but may not use cellular phones during the school day. (8:05 am-3: 15 pm) Students who use cellular phones or have them in clear view during the school day will face disciplinary consequences. Cellular phones may be allowed on field trips. The usage of cellular phones will be at the discretion of the teacher on or during a field trip. This includes the usage on the bus as well. The student who brings a cellular phone on a field trip is responsible for the loss, damage, or theft of their cellular phone.
9. School property, including but not limited to desks and lockers is owned and controlled by the District. School authorities are authorized to conduct administrative inspections of school property as a means of protecting the health, safety, and welfare of the District, its employees, and students without notice to or consent from the student or parent and without a search warrant.
10. Smoking, possession of tobacco products, alcoholic beverages or drugs or drug paraphernalia, e-cigs and e-cig products, electronic cigarettes and electronic cigarettes products, vaping, and vaping products, or being under the influence of same, is

prohibited at any time, at any school in the School District. This rule also applies at any school-sponsored activity at home or away. Violation of this rule will necessitate disciplinary actions that may include suspension of up to ten (10) days and/or recommendation for expulsion. Students who are under the reasonable suspicion of being under the influence of a prohibited substance may be asked by a school administrator to submit to drug testing. The suspicion based drug policy and procedure can be found in Appendix B of this handbook.

11. Harassment of, or threats to, students, employees of the District, or the Board of Education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension and/or expulsion.

12. Damage to school property as a result of willfully irresponsible or destructive behavior by a student is not allowed; the student will be charged for the repair or replacement of the property damaged. The student may also be subject to disciplinary action.

13. Gross misconduct, which involves acts so serious that they require administrative action, could result in suspension or expulsion. Some examples of gross misconduct would include-but not be limited to-behavior that is injurious to a person or property, such as fighting; gross disrespect or insubordination, possession or use of a weapon, drugs, or drug paraphernalia, look-alike, or other controlled substances; willful disobedience; stealing; or other acts which are seriously disruptive and/or create a hazard to other students, staff, and/or school property.

14. Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Violations will result in disciplinary action.

15. Students are expected to be in class on time. Infractions to the tardy rule fall under the student choice discipline plan for students.

16. Students who cheat (defined as using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher) will face the following consequences:

- First Offense – A grade of “0” for the assignment, quiz, or test and a detention.
- Second Offense – A grade of “0” for the assignment, quiz, or test and a detention.
- Third and all subsequent offenses – A grade of “0” for the assignment, quiz, or test and an in-school suspension.

17. All members of the school community must treat each other with respect at all times. Disrespectful, demeaning or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Insubordination is the failure to obey a reasonable request.

18. PC #535 encourages students and their parents to select responsible styles of dress that are appropriate for a healthy educational environment. The responsibility for appropriate dress for school rests with the students and the students’ parents. It is necessary for schools to outline what is inappropriate and can cause a substantial disruption of the educational process. Students should maintain an appearance that will not impair or endanger their health or safety.

A complete list of what is inappropriate for school and what would cause a disruption of the educational process would be impossible. Some examples are listed below to use as guidelines:

19. a. The clothing that students wear should cover them from a covered shoulder to upper thigh. Halter or tube tops, transparent clothing, bare midriffs, and low cut or sagging pants are not allowed.

i. Whether sitting, standing, bending, or in any other positions, bottoms (e.g., shorts, skirts) must provide coverage to the upper thigh, including the buttocks.

ii. Shirts/tops must provide general coverage of the shoulder. Spaghetti straps and bra straps are not allowed.

iii. Undergarments of any sort may not be exposed.

iv. Shirts/tops with cut off sleeves are allowed as long as the torso remains covered.

b. No clothing is allowed that displays or communicates drug or alcohol advertisements or names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or violent messages.

c. During the school day, coats, jackets, or bandannas are not to be worn in the building unless there are extenuating circumstances approved by the Principal.

d. Clothing with holes in inappropriate places may not be worn. Specifically, undergarments or body parts may not be exposed.

e. Hats are not allowed to be worn in the building at any time.

f. Shoes are to be worn at all times.

g. Any clothing, symbols, and so forth that relate to gang symbols, gang membership, etc. are not to be worn.

Students who dress in an inappropriate manner will be given the opportunity to correct the situation. Changing, covering, or turning shirts inside out are acceptable options. If a student refuses to rectify the situation, a written referral will be filed with the Principal. The Principal will meet with the student in a timely manner, advise the student of the problem and alternatives. The Principal will attempt to inform the parent of the situation. If the student fails at this point to rectify the situation, the student will be considered insubordinate and appropriate disciplinary action will be taken.

20. When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.

21. Invitations to personal parties may not be distributed by students or parents at school. The distribution of party invitations during the school day can often cause problems in the classroom for the teacher as well as for the students. We encourage parents to distribute party invitations outside the school day.

22. School parties and activities are planned for the school's students. While the help and support of parents with these parties and activities is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Christmas, Valentine's Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

23. Water bottles are allowed in school and all classrooms, but they must be clear, have a lid that closes, and contain water only. Students who do not follow the guidelines or misuse their water bottle will lose the privilege.

24. No Public Displays of Affection( PDA) in school, included but not limited to holding hands, hugging, and kissing. Detention policy will be followed.

Continuous or repeated violations of the above policies will necessitate more severe disciplinary action that may include suspension or recommendation for expulsion. The administrator maintains a proper and accurate record of the offenses and disciplinary actions. In case of suspension, written notification will be sent to the parents and the Superintendent's office.

When and Where Conduct Rules Apply The grounds for disciplinary action also 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. 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, including but not limited to attendance at dances, extracurricular events, or other school-related activities 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. 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; when the misconduct involves any verbalization or action that could be considered threatening to the safety and security of 49 students, staff, or the learning process; or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

#### **Disciplinary Options:**

1. Parent conference with all the parties involved
2. Program modification
3. Temporary removal from class
4. Financial restitution (in cases where damage or loss is incurred)
5. In-school suspension (length to be determined by the Principal)
6. Out-of-school suspension (length can be from one to ten days)
7. If necessary: law enforcement involvement
8. Withdrawal of privileges
9. Expulsion - must be by recommendation of Principal and/or Superintendent with approval of the school board
10. Other options as deemed appropriate by the administrator



**Detention Procedures:**

Sixth through eighth graders will follow the guidelines set forth through the student choice discipline plan. Detentions can be either behavioral or academic. Students in grade sixth through eighth will be issued a detention after the student receives three (3) strikes for violating classroom rules during a single class period. A student that acquires five (5) tardies in the same class during a grading period will receive a detention. Also, a student that accumulates a total of ten strikes in the same class will be referred to the office and issued a detention.

A detention notice will be given to the student at least one day prior to the assigned detention. Additional copies will be forwarded to the office and student's VIP teacher on the day the notice is given. The student must return his copy, signed by the parent or guardian, to the VIP teacher at the start of the next school day. If a student fails to return his signed copy, an additional detention may be given. Any student returning a detention notice with a forged signature could be subject to disciplinary action including suspension or expulsion. On the day of the detention the home is responsible for providing transportation for the student.

Detentions are served on 2 days during the week(Normally Tuesdays and Thursdays)from 3:15-4:30 p.m. While serving a detention, students are given a disciplinary packet to complete that outlines behavior modification and making better choices for themselves, or may be allowed to complete homework.

Detentions are only rescheduled at the discretion of the principal.

Detentions that need to be rescheduled more than once will result in the following:

- First time - In-school suspension for the length of the detention.
- Second time - Saturday detention or one day out-of-school suspension as determined by the principal.

Those students who receive more than two detentions within one grading period are subject to more severe consequences AS FOLLOWS:

- 3<sup>rd</sup> Detention – Served as a Saturday detention (8:00 am – Noon) or In-School Suspension
- 4<sup>th</sup> Detention – Served as an in-school suspension or Out of School Suspension
- 5<sup>th</sup> and all subsequent detentions – served as an Out-of-School Suspension
- All attempts will be made to ensure proper interventions are implemented for the student after they receive a second detention to attempt to change their behavior.

Any student receiving a detention to be served on the day of extra-curricular practice or contest will not be allowed to participate in the practice or event on that date. Missing two practices or contests as a result of a detention will result in an unexcused cut. Detentions will not be rescheduled due to extra-curricular activities.

**Saturday Detention**

This program provides an alternative to certain out-of-school suspensions and another level of detention for more serious offenses. For example, Saturday detention might be appropriate in the case of a student who would otherwise be suspended out-of-school for failing to serve detention(s). This program would not be an option for offenses considered gross misconduct, e.g., swearing/disrespect to staff and/or fighting.

Saturday detentions are served at the junior high. They begin at 8:00 a.m. and conclude at 12:00 p.m. Students who are late will not be admitted and will have their detention rescheduled. Students who fail to attend Saturday detention will be suspended from school for 1 day or serve their original suspension, whichever is greater. Students will report to the designated room with work sufficient to keep them busy for the entire period of time they are there. The rest of the building is off limits. Anyone who arrives at the detention room without sufficient materials will be sent home and counted as a no-show for that day.

Saturday detention is a place for quiet study. Regular school rules apply. There will be no sleeping, no talking, no food or drink, no radios or tape players of any kind, etc. allowed. Students are to remain in their assigned seats the entire time. A restroom and water fountain break will be determined by the detention supervisor.

Students may also be assigned a Saturday detention after accumulating too many after-school detentions. Any student who misses more than two detentions may be required to serve those detentions during a Saturday detention session.

**Definitions of Suspension and Expulsion****Suspension**

Suspensions are considered unexcused absences but students will receive credit for work during the period that they are suspended. The student has a right to the work that was done, and may complete assignments and have them corrected. However, it is the student's responsibility to obtain these assignments. When suspended, students are not to be on campus or at any extra-curricular events.

### **Expulsion**

In cases of gross misconduct or disobedience, the Principal may recommend to the School Board that expulsion proceedings be initiated. The Board has the authority to expel a student for the remainder of the school year or up to one year.

### **In-School Suspension**

1. A student who is suspended from class will work on any class work for the day plus additional assignments that the teacher assigns in lieu of classroom participation.
2. The student will report to the office upon arrival at school with all the necessary materials to do the assigned work.
3. The student will remain in the assigned seat unless given permission by the Principal or his/her designee to move.
4. The student is not allowed to sleep, talk, or sit and stare.
5. The student can work only on assigned class work. If the student has extra time he/she will be given extra work or be allowed to read a book. Work is checked to make sure that it is complete.
6. The student will be escorted to the restroom and then to the cafeteria to get his/her lunch tray. He/she will eat alone in the suspension area.
7. Violation of an in-school suspension could result in additional time (another day of in-school suspension) or if deemed necessary by the Principal an out-of-school suspension or Saturday detention.
8. An in-school suspension prohibits a student from participating in any extra-curricular activities (including games or practices) on the day of the suspension.

PARENTS AND STUDENTS PLEASE NOTE: If a disciplinary consequence causes a student to miss a game or activity which is changed to another day, the student will still miss the activity regardless of the date of serving the consequence.

### **Student Transportation**

Generally, students cannot be transported on a bus other than the one to which they have been assigned. The only exception to this would be a genuine family emergency; the parent or designee would need to work with the Principal to arrange alternative transportation. Students can be issued a pass allowing them to be dropped off at a different bus stop on the students assigned bus route if a note, dated and signed by the parent, is brought to the office. In an emergency ONLY, a phone call from the parent or designee could be accepted.

### **School Bus Conduct Guidelines**

Proper bus conduct is emphasized every year at the start of school. It is recommended that all riders, parents of riders, and staff become thoroughly familiar with the following regulations governing school bus riders.

While waiting for and approaching the bus:

1. Riders must be on time at the designated school bus stop. This bus will not wait for you.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.

While riding the bus:

Much of the student transportation for the district is provided through Johannes Bus Company. Bus riders are expected to comply with the following rules, which are posted in each of the school buses. Johannes Bus Company- 888-712-3506

### **Use of Cameras on School Buses**

Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing videotapes is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator, transportation director, bus driver, sponsor, coach or other supervisor. Videotape may be reused or erased unless it is needed for an educational or administrative purpose.

In addition to the video portion of the tape, the audio portion may also be reviewed by the administration for investigative purposes.

Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the School District discipline policy.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
  2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
  3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
  4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
  5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
  6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. As permissible by the bus company, administration may allow students to drink water depending upon environmental or other conditions.
  7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
  8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
  9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone until you can see the driver and the driver sees you. Never crawl under a bus.
  10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
  11. Never run back to the bus, even if you dropped or forgot something. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.
1. Follow the drivers' instructions.
  2. Do not eat, drink or smoke on the bus.
  3. Keep all harmful materials (drugs, tobacco, weapons, etc.) off the bus.
  4. Keep all parts of your body and all objects to yourself and inside the bus.
  5. Keep the noise level down and remain seated facing forward.
  6. Keep the aisle clear and do not litter, write on, or damage the bus.

Bus riders are required to follow the rules posted within the bus. These rules can be summarized and following these four basic rules can substantially heighten the safety of each student:

1. Obey the driver at all times.
2. Stay in your seat when the bus is moving.
3. Keep hands, feet, and objects to yourself.
4. Keep the noise level down at all times on the bus.

### **Bus Misconduct Consequences**

Appropriate conduct is expected at all bus stops and on the bus. Inappropriate behavior that creates a safety hazard, distraction to the bus driver, and/or infringes on the rights of other students will result in disciplinary consequences.

Application of bus misconduct consequences shall be determined at the discretion of the building principal, (WHO HAS THE AUTHORITY IN DETERMINING THE VALIDITY OF EACH BUS INCIDENT) and shall include, but not necessarily be limited to, the following consequences:

(7.220=R -SCHOOL POLICY)

**FIRST OFFENSE** - Written warning from bus driver to the Principal. Parental warning and detention or loss of recess may be assigned.

**SECOND OFFENSE** – Written incident report from the bus driver to the Principal. Parental notification and detention will be assigned.

**THIRD OFFENSE** – Written incident report from the bus driver to the Principal. Parental notification and bus suspension up to 9 days.

**FOURTH OFFENSE** - Written incident report from the bus driver to the Principal. Parental notification and bus suspension up to 10 days. BUS EXCLUSION FOR REMAINDER OF THE SCHOOL YEAR MAY BE RECOMMENDED TO THE BOARD OF EDUCATION.

**FIFTH OFFENSE** - Written incident report form from the bus driver to the Principal. PARENTAL NOTIFICATION AND BUS EXCLUSION FOR REMAINDER OF THE SCHOOL YEAR WILL BE RECOMMENDED TO THE BOARD OF EDUCATION.

THE ABOVE OUTLINED PROCEDURES ARE ACCUMULATIVE PER SEMESTER. IN ADDITION, A STUDENT MAY BE SUSPENDED OR EXPELLED FROM THE BUS AT ANY TIME FOR GROSS DISOBEDIENCE OR MISCONDUCT.

Normal school attendance as outlined by the Illinois School Code is expected of all students. Students suspended from riding the bus must attend school or be considered truant.

NOTE: Bus riders are also subject to the rules applying to conduct on the school premises or at school events when using bus transportation.

### **STUDENT INTERNET RULES**

Adopted from the Putnam County Community Unit School District's #535's letter to parents and "Authorization for Internet Access" 623.0E2 of the School Board Policy Manual.

Acceptable Use Policy for Internet Use All use of the Internet shall be consistent with the District's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users.

However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions:

1. 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.
2. 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 building Principal or designee will make all decisions regarding whether or not a use has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining authorized access to resources or entities;
  - g. Invading the privacy of individuals; h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent.
  - j. Posting anonymous messages; k. Using the network for commercial or private advertising; 53
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.

- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the 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 use privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Student, parent(s)/guardian(s), and teachers need sign this Authorization for Internet Access annually while enrolled or employed by the School District.

Additional PCJHS Rules 1. Using the Internet for chat rooms is not permitted at PCJHS.

2. Using the Internet in defiance of the rule may result in the loss of Internet privileges or District Internet access.

3. Loss of Internet privileges at PCJHS will impact some classes.

4. Using e-mail for any non-educational purpose is not permitted. Using e-mail for other than educational purposes may result in the loss of Internet privileges on school computers.

5. Chromebooks are provided to students for academic purposes only. Please refer to the Chromebook Policy for a detailed list of student responsibilities related to device usage.

6. Inappropriate use & consequences

- a. Taking pictures of staff and students without their consent is not allowed. This means taking pictures with any device including a cell phone, chromebook, or any other device.

- i. Using the school issued chromebook to access inappropriate sites (at home, bus, or at school)

- b. Loss of Chromebook during school and/or Detention - ISS

#### **Title IX and Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Definitions from 105 ILCS 5/27-23.7

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

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

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

Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Complaint Manager:

Mrs. Moriah Mott, PCPS Principal  
400 E. Silverspoon Ave., Granville, IL 61326  
mottm@pcschoools535.org  
815-882-2800, ext. 1

Mrs. Courtney Balestri, PCES Principal  
326 N. 5th Street  
Hennepin, IL 61327  
815-882-2800, ext. 2

Mr. Mike Olson, PCJH Principal  
13183 N. 350th Ave.  
McNabb, IL 61335  
815-882-2800, ext. 3

Mr. Dustin Schrank, PCHS Principal  
402 E. Silverspoon Ave.  
Granville, IL 61326

815-882-2800, ext. 4

Nondiscrimination Coordinator:  
Dr. Clayton Theisinger, Supt.  
400 E. Silverspoon Ave., Granville, IL 61326  
theisingerc@pcschoools535.org

Title IX Coordinator:  
Jodi Peterson, Director of Student Services  
400 E. Silverspoon Ave., Granville, IL 61326  
petersonj@pcschoools535.org  
(815) 882-2800 x543

### **Cyber Harassment**

Any communication or materials created outside of school, including Internet messages, text messages, phone messages, that are discussed or brought into the school setting, or that substantially interfere with the educational process are subject to disciplinary action.

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the District. The District maintains student and parent resources on suicide and depression awareness and prevention. Much 73 of this information, including a copy of District's policy, is posted on the school website. Information can also be obtained from the school social worker.

### **Attendance**

#### **School Hours**

The office is open from 7:45 AM - 4:00 PM daily. The school day for 6<sup>th</sup>-8<sup>th</sup> grade students is 8:00 AM–3:15 PM.

All students are required by law to attend school each day it is in session. Punctuality and regularity in attendance relate positively toward school achievement. Irregular school attendance makes the student feel insecure and requires a period of readjustment that slows down learning.

Tardiness is a part of attendance. Students are required to be in class on time. A student will be considered tardy if he/she is not in the classroom with required textbooks and materials when the tardy bell rings.

Attendance is computed and recorded as follows:

Tardy - Absent one hour or less.

Absent ½ day - Absent one to three and one-half hours.

Absent all day - Absent more than three and one-half hours.

**Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.**

**PARENTS OR GUARDIANS ARE TO CALL THE ABSENTEE REPORTING SERVICE AT 815-882-2800 x7 FOR THEIR CHILD PRIOR TO 10:00 A.M. THE DAY THE STUDENT IS ABSENT. IT WILL BE ASSUMED THAT THE STUDENT IS TRUANT UNLESS A PARENT/GUARDIAN CALLS BEFORE 10:00 A.M. ON THE DAY OF THE STUDENT'S ABSENCE. THE STUDENT WILL THEN RECEIVE AN UNEXCUSED ABSENCE.**

If a student is absent from school, he or she is ineligible to attend any after school activities district wide on that day, without the approval of the principal.

A health certificate from a doctor is required for any of the following: contagious diseases, rashes, surgery, illness requiring a physician, absences of more than three days, and excuses from physical education classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent or guardian must call prior to the student's release time. The student is required to report to the office for an early dismissal slip prior to leaving the building. This early dismissal slip is to be given to the teacher when the student leaves the classroom. The parent or guardian will pick up the student in the school office. Students must sign the Departure/Return sheet in the office when leaving or returning to school at irregular hours.

If there is a possibility of a student being absent for more than one day, the parent should make the school aware of this possibility and no further calls will be necessary. For extended absences, phone calls on the first day of the student's absence and the day of the student's return are all that is required.

In order to provide adequate preparation time, parents or guardians requesting textbooks and/or assignments during their child's absence should contact the office prior to 8:30 A.M. Textbooks and/or assignments can then be picked up after 2:45 PM and before 3:45 PM.

Parents may request and pick up assignments for their child when he/she is ill or unable to attend school. Additional assignments may be requested when the previous ones have been returned to the teacher for evaluation. Work not returned must either be made up or a grade of zero will be recorded.

### **EXCESSIVE ABSENCES**

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of five absences per semester. The sixth absence per semester is considered excessive and may result in a loss of credit. All absences, excused and unexcused, will be included in the count.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to receive credit.

Step 1: When a student has accumulated five (5) absences, excused or unexcused in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7<sup>th</sup>) day of absence in the same semester, a notice will be sent to the parents from the principal's office. The principal will contact the student and take appropriate steps to resolve the problem. The Regional Office of Education will be notified upon the 7<sup>th</sup> absence as well. In addition, students will be required to provide verification of further absences.

Step 3: On the tenth (10<sup>th</sup>) absence each semester, a notice will be sent to the parents from the principal's office. The Principal will consider the reasons for these absences and appropriate remediation conditions may be assigned. If these remediation conditions are not met, every absence after the 10<sup>th</sup>, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day.

Out of school suspensions count as unexcused absences toward this ten-day total.

If a student is considered Chronic Truant or Chronic Absent, it could affect their participation and/or attendance in extra curricular activities, afterschool events, and field trips. The principal will have final discretion on attendance.

### **Consideration of absences after the 10<sup>th</sup> absence**

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless students produce official



documentation of an appointment to the principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. ABSENCES FOR AN EXTENDED PERIOD OF TIME FOR A VALID MEDICAL REASONS WILL BE BLOCKED AND COUNT AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY

It is within the sole discretion of the junior high school administration to determine whether the student's absence is excused or unexcused. If a student is absent from school without valid cause then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The principal is the only person who can excuse absences.

#### **Make Up Work**

Excused absences require that the student make up any work missed. It is the responsibility of the student to get assignments from the teachers. Ordinarily, the amount of time allowed will be the length of the absence.

Unexcused absences require that the student do extra assignments, approximately double the length of the regular classroom assignment. Students will receive credit for these assignments when they are completed and given to the teacher.

#### **Pupil Absences for Vacation**

Students whose parents take them out of school to accompany the family on a vacation or business trip will not be penalized. When arrangements are made in advance between the parents and the teachers, no penalty shall be made to a student's grade other than that normally resulting from missing class work.

#### **Homework Requests During Absences**

Homework assignments will be provided for students who are absent. Please contact the school prior to 8:30 a.m. with your request. Assignments will be ready on Google Classroom 3:00 PM.

#### **Response to Intervention (Rti)**

The Putnam County Junior High Rti team exists to assist students with problems related to academics, attendance, behavior, social/emotional, and other health related issues. The team consists of a coordinator and several staff members working together to develop an action plan of appropriate helping resources. Students may be referred to the program by faculty, staff, parents, or they may refer themselves. The goal is to develop the student's skills so that they can be successful in their academic experience. The services provided to students take precedent over exploratory course work within the school day.

#### **Incentive Days**

On various occasions throughout the school year, students who have earned the opportunity may participate in Incentive Days. All students are expected to attend school on the Incentive Days as these days count as regular attendance days. If a student earns a detention, suspension, or expulsion, they are not eligible to participate on Incentive Days. If a student has excessive absences and/or excessive missing assignments prior to an Incentive Day, students may not be able to participate in order to catch up on missing work. Students who do not earn the reward or have make-up work to complete will be placed in a study hall.

#### **Media Center**

The media center and reading areas are important elements of the educational program at Putnam County Junior High School. These areas provide students with opportunities for leisure reading, research, use of audio/visual materials, computer use, etc.

There will be a five cent charge, starting the day after it is due, when the fine gets to \$2.00 the student is delinquent and cannot check out another book until the fine is paid. If the fine hits \$5.00, PCAT blocks the student from checking out any books. If a book is lost or damaged a letter will be sent out, but the system again will block the student from checking out a book, until the book is paid for.

#### **Authorization for Internet Access**

Each year, employees and students in Putnam County C.U.S.D. #535 are required to sign the Acceptable Use Policy in order to have access to the Internet and/or use e-mail. Parents who want their child to have Internet access must sign, date, and return the form sent by the school each year. The form states the following:

I have read this Authorization for Internet 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 term of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Misuse of the Internet and/or the computer lab may result in the loss of privileges and other disciplinary actions including but not limited to detention or suspension.

Any communication or materials created outside of school that are discussed, distributed, or brought into the school setting, or that substantially interfere with the educational process are subject to disciplinary action.

### **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. All students go directly to the cafeteria at lunchtime. Students have the option of selecting three out of five items from the meal for that day. Food is not to be taken from the cafeteria at any time.

Students can pay for lunches in the office before school from 7:30-8:00 a.m. each day that lunch is served. It is the student's responsibility not to lose his or her lunch money. The school does not permit and is not responsible for those students who lend lunch money to other students.

In the event that it becomes necessary for a student to charge his/her lunch, it must be paid the following school day. Parents will also be notified of the charges as well. A cold sandwich or peanut butter sandwich will be provided if necessary. The cost of the school lunch is \$2.70 and breakfast costs \$1.75 per day. The cost of an additional milk is \$.45 per carton. Employee breakfast is \$2.25 and employee lunch is \$3.00.

The use of the lunch program is a privilege. Repeated infractions of rules will jeopardize this privilege. Table manners appropriate for a public dining room are required. Food may not be traded or exchanged. When leaving the cafeteria, students form a single line to dispose of garbage. Glass bottles or cans are not allowed in the building.

### **Emergency School Closing/Inclement Weather**

Schools may be closed unexpectedly due to severe weather, power failure, heating problems or for other reasons. In the event of an emergency, an attempt is made to notify as many homes as possible. The decision to close is made by the Superintendent and is based on information obtained from the local road officials, observations by the bus drivers, and personal inspections by the superintendent. Often this decision cannot be made much before the time buses are scheduled to leave in the morning.

Parents are encouraged to listen to local radio stations for information about the closing of school during inclement weather conditions. The following radio stations broadcast the information about the closing of school:

		A.M.	F.M.
WLPO/WAJK	LaSalle	Dial 1220	Dial 99
WIZZ/WSIQ	Streator	Dial 1250	Dial 98
WLRZ	Peru		Dial 101
WZOE	Princeton	Dial 1490	Dial 98.3

If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. It is important for school phone lines to remain open for important instructions and staff communications.

### **Lost and Found**

Found articles are to be brought to the Lost and Found outside the office door. Students who have lost articles are to check to see if they have been turned in. Please put a nametag on your child's outer clothing, boots, and other supplies to help return any items that may have been found.

### **Withdrawals and Transfers**

When students move from the District, parents must notify the school at least one day in advance. This allows time to complete transfer information for the school and get the parent's signature on the Release of Records and other required forms. Books must be returned to the teachers and any remaining fees must be paid in the office.

### **Accidents - First Aid - Illness**

Our primary objective is to prevent accidents by close supervision. The school is equipped to render only minor first aid when accidents do occur. We are prohibited by law from going beyond this. Parents will be contacted and requested to come to school and assume the responsibility for any additional health care or decisions about what to do. Also, parents of students who become ill at school or are running a fever will be contacted to come for the child. The child must be fever free for 24 hours before returning to school. An Emergency Information form is sent home each year for the parents to correct and update. This information is essential when a child needs medical attention. Please keep the school informed of changes. In case of an emergency and a parent cannot be reached, the "Emergency Procedures" section will be followed. Please include in this section two names of adults who live in the District who can accept full responsibility for your child's care.

### **Asthma Medication and EpiPen**

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "Medication Administration/Consent Form" and "Asthma Inhaler or Epinephrine Auto injector authorization form."

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Medication At School**

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students 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."

It is the policy of the Board of Education that District personnel shall not assume responsibility for administering medications to students. If it is required that a student receive medication during the school day, the parent/guardian may visit school and administer the medication; if that is not possible, the Principal or his/her designee may administer the medication provided the school is given written instructions signed by the parent and the physician which contain the following information:

1. Student's name, name of medication, purpose, and duration
2. Time to be administered and dosage
3. Possible side effects of medication
4. Statement from the parent that the school will not be held responsible for any results of the medication.
5. How the parent/guardian wishes to retrieve the container(s) and/or any remaining medication at the end of the time during which it is to be administered.

Medication must be brought to/from school by the parent/guardian. When it is brought to school, it must be in the original container that should be clearly labeled. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the container(s). All medications must be kept in the office for the student.

These instructions apply to administering over the counter medication as well.

Forms to complete the above requirements are available in the office of each school or on the district website.

## **5.20 – Student Medication**

(Updated: November 2019)

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Commencement Attire**

Gowns may be required for the commencement ceremony. Students are measured for gowns at the school and charged a fee for the gown. The gown becomes the property of the student upon payment. Students should dress appropriately under the gown.

### **Care of School Property**

Parents and students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break or do other damage to school property or equipment will be required to pay for the damage done or to replace the item.

### **Use of Telephone**

Telephones in the school are for business purposes and may be used by students only in an emergency. A message from parents will be relayed or the student will be permitted to return the call. Except in emergencies, students (and teachers) will not be excused from class to come to the phone.

**Personal Belongings** The school cannot be responsible for items such as electronic devices, I-Pods, gaming systems, cell phones, cameras, baseball cards, etc. Personal items not required for the school program are not permitted at school.

### **Lockers**

All students are assigned book lockers, with combination locks. In order to protect possessions, students must comply with the following procedures:

1. Keep your combination a secret.
2. Keep your belongings in your own locker.
3. Be sure your locker is closed and locked when you leave it.
4. Keep your locker neat and clean, inside and outside.
5. Open and close your locker carefully. You are responsible for damage to the lock or locker.
6. No student is allowed to open the locker of another student.

### **Locker and Desk Inspections**

Lockers, desks, and other school property used for storing individual items must be used solely for storing items acceptable to the school. These areas may be inspected to ensure compliance with acceptable school use. Any inspection of the facilities will be made in a non-discriminatory manner. NOTE: Lockers and desks are school property and therefore subject to inspection at the discretion of school personnel.

### **Cell Phones/Smart Watches**

## **CELL PHONES (PCJH)**

Per Board of Education Policy 7:190 (Student Behavior), students are prohibited from using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the building Principal.

In accordance with this policy, students may possess a cellular device, including phones, smart watches, or other devices connected to cellular service, during the school day (including smart watches or any other communication or electronic device), but it must be turned off and kept in lockers during the school day. Progressive discipline will be issued in the following manner for failure to follow cellular device expectations: Cell phones cannot be accessed during the school day. Students are not allowed to contact their parents using their cell phones with permission from the office. Progressive discipline will be issued in the following manner for failure to follow cellular device expectations:

- 1<sup>st</sup> Violation – The device is confiscated by administration and returned to the student at the end of the school day. Parent/guardian will be provided notification.
- 2nd Violation – The device is confiscated by administration and returned to the parent at the end of the school day. The student will be provided one afterschool detention for each violation.
- 3rd or More Violation – The device is confiscated by administration and returned to the parent at the end of the school day.

The student will be provided a four-hour in-school suspension for each violation. Students who have five or more violations may be required to have a meeting with parents/guardians and administration to determine future expectations and discipline.

Student violations will accrue on a semester basis.

The following also apply to this procedure:

- Head phones and earbuds are considered personal technology and subject to this procedure. · Classroom teachers may allow students to use cellular devices or other personal technology during instructional times if needed for learning purposes. They should stay in student lockers unless a teacher gives permission for their use in class.
- Cellular devices or other personal technology are not permitted during study halls with the exception of head phones. Students may receive approval from the study hall supervisor to use head phones.
- Students with an IEP and/or 504 plans that include an accommodation for the use of cellular devices or other personal technology will be provided use as detailed in those plans.
- Videotaping or taking pictures without consent is considered a violation of this policy. Depending on the context of the behavior, this act may also be considered bullying or harassment with discipline issued in accordance with those policies and procedures.
- When a device is being confiscated, students are required to take the device to the main office by direction of the teacher. Failure to provide the device is insubordination and may result in an out-of-school suspension. · Smart watches may be worn throughout the school day as long as they are not disruptive to the learning environment or used for telecommunication purposes. Discipline will be provided in accordance with this procedure for inappropriate use.
- Students using their cellular device or personal technology while in the hallways or other public areas during class periods are subject to discipline.
- See "Access to Student Social Networking Passwords and Websites" in regard to school officials' investigations of student accounts. Failure to comply in the school officials' investigation into a situation is considered insubordination and is subject to discipline.

### **Visitation**

Parents are always welcome to visit Putnam County Junior High School. Parents should call in advance if a conference with a teacher or teachers is desired. The office needs to be notified if the parent intends to eat hot lunch. As required by the Illinois School Code, all visitors must report directly to the office before visiting any room or area of the building or campus. Students are not allowed to bring visitors to school as there is no apparent educational value to such visits and the educational process for enrolled students may be adversely affected.

### **Student Records - Rights of Parents and Students**

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
  - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs.
  - b. Challenge the contents of the records by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If satisfaction is not obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
  - c. Receive copies of records proposed to be destroyed upon graduation, transfer, or permanent withdrawal from school.
  - d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
5. The following is designated as public information and may be released to the general public unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parents' names and

addresses, information about participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance in the school.

6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit, or insurance.

178514267. Full and complete copies of the laws, rules, and regulations \*on student records are on file with the records3. custodian of each school and the superintendent of the district. Parents or eligible students are encouraged to contact local school district authorities if further information is desired about the above regulations or local board policies.

## **12.70 – School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

## **INCLEMENT WEATHER (TORNADO) DRILL & SAFETY PLAN**

The signal for an Inclement Weather Drill will be an announcement over the intercom. Upon identification of the signal, teachers will take charge of moving all students to an assigned Inclement Weather area as prescribed in the Inclement Weather Plan.

Procedures and assignments are as follows: 1. Students go to an inside wall 2. Drop to your knees facing the wall 3. Bend over knees with hands covering head 4. Students are to remain quiet.

## **EARTHQUAKE DRILL & SAFETY PLAN**

At the start of a drill, or as soon as shaking starts, the teacher asks students to drop and cover, facing away from windows. Students are to remain under shelter and silent until the shaking stops. Students who are in a classroom should crawl beneath desks or tables (if possible), place their heads between their knees, and cover their heads with their arms. Students should avoid being under the ceiling lights or near objects that could fall, such as bookcases, etc. Students who are in the hallways or large open areas should move to an interior wall, crouch down, and cover their heads with their arms. Students who are outdoors should move away from buildings and utility wires and either lie down or sit down. \*Leave building as prescribed in the Building Evacuation Plan when the earthquake is over or instructed to do so by the teacher.

### **School Safety**

In order to provide as secure an environment as possible, Putnam County Junior High School is included in the Putnam County Community Unit School District #535 Safe School Plan. This plan included not only school staff but also local law enforcement personnel. Anyone with information about possible school violence is urged to call the Illinois School Violence Tip Line at 1-800-477-0024, as well as local school authorities. This line is operated by the Illinois State Police. When tips come into this line, local law enforcement agencies and the school are immediately notified. From there, law enforcement authorities or the state police will follow-up on the report.

### **Fire Drills**

Fire drills will be held throughout the school year in order to become routine. Participants must be serious and diligent at all times. Students and teachers will follow these general regulations during a drill or actual emergency.

1. Notification will be made by a steadily sounding horn.
2. Following your teacher's instructions, proceed in a single file from your room to your designated area.
3. Walk briskly, but do not run. Do not talk.
4. Teachers will see that doors and windows are closed and lights are out when leaving the building.
5. Students out of the room when the alarm sounds are to exit building at the nearest exit and rejoin their class.
6. Attendance is to be checked by the teacher when the class arrives at its designated area to account for all students assigned to them.
7. The principal or his/her designee will notify teachers and students when to return to the classroom.

In case of fire, pull the nearest alarm and report the location of the fire to the nearest teacher, and if possible, to the office.

### **Law Enforcement**

one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill.

### **Bus Evacuation Drills**

Annually, our school bus transportation provider will bring buses and personnel to the school for the purpose of conducting bus evacuation drills for students, grades 6<sup>th</sup> – 8<sup>th</sup>.

### **Disaster Drills (Remain in the building)**

Disaster drills will be held periodically throughout the school year. Participants must be serious and diligent. A few general regulations are necessary:

1. Notification will be made by announcement over the P.A. System: in the event that there is no electricity, notice to take cover will be made by three 5-second blasts at brief intervals from an air horn.
2. Pupils are to remain in their designated area until instructed to do otherwise.

### **Drills will be communicated on communication platforms- TeacherEase, Thrillshare, etc.**

### **SEXUAL HARASSMENT POLICY**

It is Board Policy to not discriminate on the basis of sex, marital status or pregnancy in District-operated or District-supported programs or activities. In addition, Board Policy prohibits sexual harassment or sexual intimidation of students by other students and District employees. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or school-related activities;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or school-related performance or creating an intimidating, hostile or offensive educational environment. Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from this institution as determined by such administrative or Board action as is required by Illinois Law or by Board Policy.

This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the school community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-student). If you feel that you have been discriminated against, harassed or intimidated on the basis of sex, please contact the Principal or Superintendent.

### **RECORDS ACCESS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the District official to whom the request was submitted does not maintain the records, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District officials responsible for the record, 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/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible 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 in an administrative supervisory, academic, or support staff position (including law enforcement unit



personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. 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 responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or a program of the U.S. Department of Education (ED) funds more of the following protected areas ("protected information survey") if the survey in whole or in part -
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Ave., SW; Washington, D. C. 20202-5901

Military Recruiters' Access to Directory Information

As per the provisions delineated in the No Child Left Behind Act, the Putnam County High School Principal (or designee) will, upon the written request of a military recruiter, provide access to the Directory Information referred to in the above paragraph, unless written notice to the contrary is submitted to the Records Custodian or other official in writing, before October of the current year.

### Free/Reduced Meal Applications

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by the mail to the parent/guardian.

## **HEALTH/WELLNESS INFORMATION**

### Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. Students are under close supervision throughout the school day. We are equipped to provide only minor first-aid when accidents do happen, and are prohibited by law from doing more than this.

Parents of students who are injured or who become ill (ie, fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **please keep the office informed of any changes**. In the event of an emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (your child can not return to school until they are fever free for 24 hours without the help of fever reducing medication)
- new or unusual wide-spread rash that could be contagious
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools (if your child is sent home from school with either vomiting or diarrhea they should not return for 24 hrs after symptoms have stopped)
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **DIABETES CARE ACT**

In accordance with the Care of Students with Diabetes Act, parents are required to provide Putnam County School District #535 with a Diabetes Care Plan signed by the parents and their child's health care provider and must be submitted to the School Nurse (Katie Main - PCPS/PCHS // Jamie Munson - PCES/PCJH):

- (a) at the beginning of the school year,
- (b) upon enrollment,
- (c) as soon practicable following the student's diagnosis, or (d) when a student's care needs change during the school year.

This Diabetes Care Plan shall specify the diabetes-related services needed by a student at school and at school-sponsored activities and identifies the appropriate staff to provide and supervise these services. The services and accommodations specified will then be documented within a 504 plan and shall be reasonable and reflect the current standards of diabetes care.

**Parents are responsible for providing all necessary supplies to care for their child's condition during school hours including but not limited to diabetic testing supplies, sources of rapid acting carbohydrates, snacks, etc.**

### **SEIZURE SMART CARE ACT**

Effective July 1, 2020, the Seizure Smart School Act requires the development of a Seizure Action Plan and documented within a 504 plan for students with epilepsy on how to best care for students with the disorder. A seizure action plan must be submitted to the student's school nurse (Katie Main - PCPS/PCHS // Jamie Munson - PCES/PCJH):

- (a) at the beginning of the school year,
- (b) upon enrollment,
- (c) as soon practicable following the student's diagnosis, or (d) when a student's care needs change during the school year.

**A student's parent or guardian is responsible for informing the school, in a timely manner, of any changes to the student's seizure action plan and emergency contact information. It is the responsibility of the student's parent or guardian to share the health care provider's instructions on the student's epilepsy management during the school day, including a copy of any prescriptions and the methods of administering those prescriptions.**

### **Concussion Policy**

See Eligibility for Extracurricular Activities

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the 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.

The exam must be completed on the Illinois Certificate of Child Health Examination form, which includes a lead screening for students under seven and a diabetes screening. Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination-All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination-All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

*Please check with the school nurse if you have questions regarding immunization and health requirements.*

### **Medication at School**

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students 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."

When a student's licensed health care provider 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the

student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school

#### **Self-Administration of Asthma Inhalers and Epinephrine Auto-injector:**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector Authorization Form. An Asthma Action Plan should also be requested from your child's doctor. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Forms to complete the above requirements are available in the office of each school and on the school website.

#### **Sex Education/Safety**

According to Illinois School Code: 105 ILCS 5/27-13.2, all Illinois public schools, grades K-8 are required to provide five days advance notice to parents or guardians of when instruction is being presented to students regarding the recognition and avoidance of sexual abuse. Additionally, students are not required to participate in such instruction and parents or guardians, upon written request, may disallow their child from this instruction.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

#### **Snacks and Birthday Treats**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

#### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

#### **Students with Food Allergies and Chronic Illness**

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 or school nurse at (815) 882-2800.

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 supports 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.

## SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY

The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use.

The Administration shall establish rules and regulations to implement this policy in compliance with applicable laws governing drug and alcohol testing of students.

LEGAL REF.: *Vernonia School Dist. 47 v. Acton*, 515 U.S. 646 (1995).  
*Willis II v. Anderson Community School Corp.*, 158 F.3d 415 (7<sup>th</sup> Cir. 1998).

CROSS REF.: 7:140, 7:190, 7:200, 7:210

APPROVED: January 28, 2002

### ADMINISTRATIVE PROCEDURES RULES FOR CONDUCTING SUSPICION-BASED DRUG AND/OR ALCOHOL TESTING OF STUDENTS

#### I. Purposes

The purposes of Putnam County Community School District No. 535's Suspicion-Based Drug and Alcohol Testing Policy are 1) to protect the health and safety of students 2) to enforce the Board of Education's policy prohibiting the possession or use of drugs or alcohol by students on school grounds or at school-related activities and 3) to offer counseling at the parents' expense as an alternative to punitive action for first time offenders.

#### II. Definitions

- A. Reasonable Suspicion is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol; reasonable based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The observation may relate to the chronic and withdrawal effects of controlled substances.
- B. Prohibited Substances are substances prohibited under the District's Student Discipline Policy.

#### III. Breathalyzer Testing

##### A. Reasonable Suspicion

1. When a District employee has reasonable suspicion to believe that a student is under the influence of alcohol, the employee shall report the student to the principal or District administrator.

##### B. Testing Procedures

1. The principal or District administrator may request that the student submit to a Breathalyzer test to determine if there is any alcohol in the student's system.
2. If the student consents to the test, the test will be performed by a private service provider trained in administering the test. Two District employees shall observe while the test is administered.
3. A student who refuses to undergo a breathalyzer test may be disciplined in accordance with Board Policy, based upon the facts giving rise to reasonable suspicion that the student has violated Board Policy which may include the following:
- a. Voluntary, successful alcohol counseling from an approved provider by the administrator.
  - b. Suspension
  - c. Expulsion
  - d. Alternative /Safe School recommendation
  - e. Or any combination of any of the above

#### III. Drug Testing

##### A. Reasonable Suspicion

When a District employee has reasonable suspicion to believe that a student is under the influence of drugs in violation of Board Policy, the employee shall report the student to the principal or District administrator.

B. Testing Protocol

1. The District will select St. Margaret's Hospital or any of their affiliated agencies. They are to follow the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations and be certified by the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting organization.
2. The selected laboratory will provide training and direction to those who supervise the testing, set up the collection environment and supervise the chain of custody of specimens.
3. After it is collected by St. Margaret's and turned over to the testing laboratory, each specimen shall be tested for the presence of prohibited substances.

C. Testing Procedures

1. The student will be required to provide a urine sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker prior to testing.
2. Before submitting the specimen, the student will fill out, sign and date any form, which may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the principal or District administrator or tester that he/she is taking prescription medication, or of other circumstances which may affect the results of the test.
3. A sanitized kit containing a specimen bottle will be given to the student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form confirming that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.
4. The person administering the test will be of the same gender as the student providing the sample. Each student will be asked to remove his/her coat and wash his/her hands in the presence of the test administrator prior to entering the restroom stall. The door of the stall will be closed so that the student is by himself/herself while providing the specimen. The test administrator will wait outside of the restroom stall. The student will have two minutes to produce a specimen. The toilet will contain blue dye so the water cannot be used to dilute the sample.
5. The student will remain at the collection site until the student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and disciplined according to Board policy. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure.
6. If tested at school, after the student has produced a specimen, lab personnel will seal and transport the specimen to the testing laboratory. Testing can also be held at St. Margaret's or any of their affiliated agencies.
7. If tested at school, a specimen is deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. If a specimen is deemed invalid, the student will be asked to provide another specimen as soon as possible.

D. Confidentiality

1. In order to maintain confidentiality, urine specimens will not be identified by the name of the student who provided the specimen. The container will be identified through a random identification number. The results of the urinalysis will be mailed back to the principal or District administrator with no student name attached; only the random identification number will appear on the results sheet.
2. Positive test results will be disclosed on a "need to know" basis to school personnel.
3. School personnel with knowledge of drug test results shall not disclose the test results except as may be required to enforce this policy.

E. Notice of Test Results and Consequences

1. Upon receipt of the test results from the laboratory, the authorized employee will notify the student and his/her parent(s) or guardian(s) of the test results. The student and his/her parent(s) or guardian(s) may submit any additional information challenging the positive test result. The student and his/her parent(s) or guardian(s) may also challenge the test results by requesting that a certified laboratory of their choice, at their expense, test the urine specimen again.
2. If the urinalysis indicates the presence of prohibited substances in the student's system, the student shall be referred for discipline as provided by Board Policy which may include the following:
  - a. Successful counseling from an approved provider by the administration.
  - b. Suspension
  - c. Expulsion recommendation
  - d. Alternative/Safe School recommendation
  - e. Or any combination of any of the above
3. The results of the urinalysis test may be used in a student discipline hearing.
4. A student who refuses to undergo the urinalysis based upon reasonable suspicion may be disciplined on the basis of facts giving rise to reasonable suspicion, but shall not be subject to additional discipline for refusal to submit to urinalysis.

IV. Financial Responsibilities

- A. The District will pay for all initial testing and any follow up testing necessitated by invalid specimens.
- B. Any additional testing will be at the expense of the student and his/her parent(s) or guardian(s).
- LEGAL REF.: *New Jersey v. T.L.O.*, 469 U.S. 325, 333 (1985)  
*Vernonia School District 47 v. Acton*, 515 U.S. 646, 115 S.Ct. 2386 (1995)  
*Bridgeman v. New Trier H.S.D.*, NO. 203, 128 F.3d 1146 (7<sup>th</sup> Cir. 1997)
- CROSS REF.: 7:140, 7:240, 7:241, 7:300
- APPROVED: January 28, 2002

RANDOM DRUG TESTING OF STUDENTS PARTICIPATING  
IN EXTRACURRICULAR ACTIVITIES  
GRADES SIX THROUGH TWELVE

Students who avail themselves of the privilege of participating in grade six through grade twelve extracurricular activities in Putnam County School District 535 act as representatives of the District, and are viewed as leaders within the school and community.

To protect the health and safety of students engaging in extracurricular activities and to insure that student leaders and School District representatives maintain high standards of conduct, it is the policy of Putnam County School District to require that students submit to random drug, alcohol or tobacco testing as a condition of participating in extracurricular activities. The Administration shall establish rules and regulations implementing this policy.

Nothing in this policy precludes administering a drug, alcohol, or tobacco test to a student participating in extracurricular activities based on reasonable suspicion that the student is violating the Board of Education's policy prohibiting drug or alcohol use. Any drug, alcohol, or tobacco test on the basis of reasonable suspicion conducted shall be performed in accordance with the test procedures specified in the rules implementing this policy.

- LEGAL REF.: *Vernonia School Dist. 47 J v. Acton*, 515 U.S. 646 (1995).  
*Todd v. Rush County Schools*, 133 F.3d 984 (7<sup>th</sup> Cir. 1998), *cert. Denied* 119 S.Ct. 68 (1998)
- Schuill by Kross v. Tippecanoe County School Corp*, 864 F.2d 1309 (7<sup>th</sup> Cir. 1988).
- CROSS REF.: 7:140, 7:190, 7:200, 7:210
- APPROVED: April 15, 2002

ADMINISTRATIVE PROCEDURES  
RANDOM DRUG TESTING OF EXTRACURRICULAR  
PARTICIPANTS IN GRADES SIX THROUGH TWELVE

I. Purposes

Putnam County School District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide, which is in epidemic proportion. We also recognize that some Putnam County students, and in particular, participants in extracurricular activities have used alcohol and have or will experiment with illegal drugs, alcohol and/or tobacco during their school years. Because participants in extracurricular activities are especially respected in our society and held in high esteem by our student body, they are expected to be good examples of conduct, sportsmanship, and training, which includes abstaining from the use of drugs, alcohol, and tobacco. Moreover, participants in extracurricular activities who use illegal substances can be a danger to themselves both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other participants, as well as, to provide a legitimate reason for the students to say "NO" to drug and alcohol use and to provide an opportunity to those taking drugs to receive help in locating programs that can provide assistance, Putnam County High School and Junior High School will conduct a random drug testing program for extracurricular participants. The program is not designed to be punitive. It is designed to prevent drug,

alcohol, and tobacco use, to educate student extracurricular participants as to the physical, mental, and emotional harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe and drug free environment for students and to assist them in getting help when needed.

Our purpose of this policy is to deter the use of prohibited substances and to protect the health and safety of students. Another purpose is maintaining high standards of conduct for extracurricular participants as role models and representatives of the District. It is not designed to provide a means that the school may use to discipline a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other disciplinary purposes.

## II. Definitions

A. Extracurricular Activities (are) school sponsored activities outside of the regular school day, conducted by and representing Putnam County Schools where participation is voluntary, no academic credit or grades are awarded, and are competitive or performance in nature in grades 6-12, including but not limited to the following list of extracurricular activities: Junior High School Athletics, Scholastic Bowl, High School Activities, Band and Choral competition, Scholastic Bowl, drama contest, drama performance, cheerleading, Panteras, and FFA competition teams.

B. Extracurricular Participant (is) any student who is trying out for or participating in any school activity listed above.

C. Prohibited Substances are substances that are prohibited under the District's Student Discipline Policy or defined by criminal statute of the State of Illinois, alcohol and tobacco.

D. Self-Reporting is the process of a student voluntarily coming forward and seeking help for a problem with an illegal drug, alcohol, or tobacco.

## III. Consent

A. Consent Form – To try out for or to participate in any school sponsored extracurricular activity, the student must read this policy and sign a consent form by which the student agrees that as a condition of participation in extracurricular activities, he/she (hereafter "the participant") will consent to the substance testing program outlined in this procedure. The parents or guardians of the student will be informed of the policy and procedures of the testing program and an open sign up period designated to extend until the beginning of the school year. Students deciding to try out or participate in an extracurricular activity after the first day of school will be required to be tested at the parent/guardian expense after the signed consent form is returned. This testing will occur on the next scheduled testing date; the participant will remain eligible for testing for the remainder of the school year (see non-initial consent).

B. Student Transfers – A student that transfers into Putnam County Schools will be provided a copy of this policy. Transfer students and their parents will be given a reasonable period of time (not to exceed five school days) to determine whether or not the student intends to participate in the activities described. If within that period of time the student decides to participate then a consent form must be signed. The student is then eligible and the name will be entered into the pool of names and remain subject to testing throughout the year.

C. Non-Initial Consent – Students deciding to participate after the initial sign-up deadline will be required to be tested at the parent/guardian's expense after the signed consent form is returned. This testing will occur on the next scheduled testing date. The participant will remain in the testing pool for the remainder of the school year. The student will become eligible for participation four weeks after the testing date.

D. Re-consent – Should a student decide to resume participating in any extracurricular activity or activities, such student shall be treated as a student who decides to participate after the initial sign up period.

E. Withdrawal of Consent – Consent for participation may be withdrawn under the following conditions:

1. Should a student be unsuccessful in trying out for a team or activity under the tryout procedures of the school choose not to be involved in any other activity for the remainder of the school year, the parents/guardians shall send a letter requesting the removal of the student's name from the random list.

2. Should a senior student choose not to be a participant in any additional qualified extracurricular activities for the remainder of the student's career, the parents/guardians shall send a letter so indicating and request removal from the random list.

F. Self-Reporting – Student self-reporting is a process designed to allow a student to recognize a prohibited substance problem and bring it to the attention of staff and/or an administrator. Under this policy a student received no consequence for self-reporting but must undergo a substance abuse assessment and counseling. This is a non-punitive referral. However, once a student is randomly selected the self-reporting process is no longer an option. Second and subsequent self-reports will be reviewed individually in regard to the basis for the self-report, this policy and the extracurricular code.

## IV. Testing Protocols

A. The District will select a laboratory that follows the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations. The Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting agency must also certify the laboratory.

B. The selected laboratory will provide training and direction to those who supervise the testing program, set up the collection environment and supervise chain of custody of the specimens.



C. After it is collected and turned over to the testing laboratory, each specimen will be tested for the presence of prohibited substances.

D. Students may be tested for nicotine, alcohol, or illegal substances.

V. Testing Procedures

A. Students participating in extracurricular activities periodically will be subject to random testing for illegal substances throughout the school year. Students will not be given advance notice of the drug testing.

B. Each student will be assigned a number. The principal or District administrator will select a random amount of the students periodically for drug testing. Student identification numbers will be selected by the testing facility.

C. Each student selected, will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the tests. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker before testing.

D. Before submitting a specimen, the student will fill out, sign and date any form that may be required by the testing laboratory. The form shall state that if a student chooses they may notify the administrator that they are taking prescription medication, or of any other circumstances that may affect the outcome of the test.

E. For urine samples a sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form stating that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.

F. When obtaining a urine sample the testing personnel administering the test will be of the same gender as the student providing the sample. Each student will be instructed to remove his/her coat and wash his/her hands prior to entering the restroom. The door to the restroom will be closed so that the student is alone in the stall while providing the specimen. The principal and testing personnel will wait outside the restroom. The student will have two minutes to produce a urine sample. The toilet will contain a blue dye so the water cannot be used to dilute the sample.

G. Selected students will remain at the testing site until each student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 30 ounces of fluid. If still unable to produce a specimen after three hours, the student will be taken to the principal's office and told that he/she is no longer eligible to participate in extracurricular activities. In addition, the parents/guardian will be informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility testing (eligibility?).

H. After the student has produced a specimen, lab personnel will seal and transport the specimen to the laboratory.

I. A specimen will be deemed invalid if its seal is broken or tampered with after leaving the student's possession and before arriving at the lab. The student will be asked to provide an additional sample as soon as possible. The student will remain eligible for extracurricular activities pending the completion of the testing.

VI. Noncompliance

If the extracurricular participant or his/her parents/guardians refuse to sign the consent form for substance abuse testing, the student will not be permitted to be a member of the activity until the consent form is signed. Also, if the extracurricular participant refuses to be tested or does not complete the test as instructed, the participant will be considered in violation of this policy and automatically be ineligible as a participant until testing is completed.

VII. Confidentiality

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the participant, his/her parents/guardians, and school officials designated by the superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the extracurricular code of conduct. The test result will not be part of the participant's extracurricular file or permanent record but will be kept in a secure file in the principal's office. The results of testing, whether negative or positive, will be kept until the student graduates. At that time all results/ records of this policy related to the individual will be destroyed.

Under this testing program, no staff member, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.

VIII. Random Selection of Participants for Testing

At the beginning of each school year, each participant shall be assigned a number by the principal or his designee. The selection of the numbers will be computer generated and will include an M or F for male/female designation of students to help with staffing needs for the tests. Students will be eligible for random testing throughout the school year. The student number will be selected and the students tested in the order of selection.

IX. Notification of Participation Selection/Absence

The selected participants will be notified to report to the Principal's office on the day of the test. The student will then be escorted to the test site. If the student is absent from school, and the absence is unexcused, the student will be ineligible for competition until the next testing date; the participant will automatically be tested on the next date. If the absence is excused, the participant will remain eligible for practice and competition but will automatically be tested on the next date. After testing, a participant's number will be returned to the testing population and subject to reselection during the next testing cycle. Participants will be subject to random testing throughout the school year.

X. Testing Results

A. The principal or District administrator will provide notice of positive test results to the affected student and to his/her parents or guardians if the student is a minor.

B. The student and his/her parents or guardians may submit any additional information challenging the positive test result. Requesting that a certified laboratory, at their expense, test the specimen again may also challenge the results.

C. If the positive result is not challenged or is verified upon retesting, the principal or District administrator will meet with the student and his/her parents or guardians, if the student is a minor. At this meeting the student and his/her parents or guardians will be informed of the results and given a list of substance abuse counseling and assistance agencies.

D. Also at this meeting, the principal or administrator will inform the student, and his/her parents or guardians if the student is a minor, of the consequences for the first positive drug test as follows:

1. The student will be declared ineligible from participation as outlined in the extracurricular code.

2. The period of ineligibility may be held in abeyance or reduced by half during a probationary period during which the parents may choose to enter their child in a counseling program.

3. A second or third positive test will result in the automatic imposition of the consequences described in the Extracurricular Code of each school.

E. If at any time during the testing the student refuses to submit to the testing and/or follow the procedures provided for in this policy the student will be suspended from participating in extracurricular activities. This would be viewed as the equivalent of a positive test.

F. All students who test positive for prohibited substance must test again with a negative result prior to becoming eligible to participate.

XI. Financial Responsibility

A. The District will pay for all initial random tests, all initial reasonable suspicion tests and all initial follow-up tests necessitated by an invalid specimen. If a student and his/her parents challenge the test results and request a follow-up test, that test will be the financial responsibility of the student and his/her parents or guardians.

B. Counseling and subsequent treatment by non-school agencies is the financial responsibilities of the student and his/her parents and guardians.

C. Subsequent tests to regain eligibility are at the expense of the parent/guardian.

XII. Non-Participants

Any parent or guardian of a District student who is not involved in extracurricular activities may have the option of enrolling that student in this random substance-testing program. The student will be subject to all the policies and procedures contained herein. All testing for non-participants will be at the expense of the parents/guardians.

XIII. Compliance With Other Rules

Rules issued by athletic associations, school sponsored organizations or other entities, which regulate Putnam County School District's extracurricular activities, shall be enforced in conjunction with this policy. Any student who violates a rule or requirement as a member of a team or an activity will be subject to the consequences as defined in the applicable rules.

XIV. Severability

If any section of this policy cannot be enforced according to its terms, that section will be severed and will not affect the enforceability of the remainder of this policy.

and Putnam County High School. These additions are deemed necessary due to the current pandemic and restructured teaching, learning, and logistics within all schools. With approval, they are to be added and go into effect for the 2020-2021 school year.

### **School Operations During a Pandemic or Other Health Emergency**

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 daily 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. Any long term changes would be established in conjunction with the Board 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. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **Annual Notice to Parents about Educational Technology**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted

advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number

- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

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- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

### **Equal Educational Opportunities and Sex Equity [1](#)**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:\_\_\_\_\_.

Cross Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

***Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.***

*Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:*

1. *The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.*

2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.
8. Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Cross Reference:

PRESS 8:90, Parent Organizations and Booster Clubs

#### **Prevention of and Response to Bullying, Intimidation, and Harassment[1]**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

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

*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.*

*Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.*

***Nondiscrimination Coordinator:***

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*Name*

---

*Address*

---

*Phone Number*

---

*Email Address*

***Complaint Managers:[2]***

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*Name*

---

*Name*

---

*Address*

---

*Address*

---

*Phone Number*

---

*Phone Number*

---

Email Address

---

Email Address

*A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.*

*A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.*

*Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.[3]*

*Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.*

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*[1] Public Act 100-137 requires that the district's entire policy on "Prevention of and Response to Bullying, Intimidation, and Harassment" (PRESS 7:180) must be placed in the student handbook. This can be done by: (1) replacing this procedure with the policy of your district, or (2) listing the district policy as an attachment to the student handbook. This procedure is compliant with PRESS 7:180 but does not reiterate those sections of PRESS 7:180 that are not directly relevant to students.*

*[2] One complaint manager should be male and one complaint manager should be female.*

*[3] References are to the Illinois Association of School Board's PRESS service. We also suggest providing a link to the district policies that are referenced.*

## **6.45 – Harassment & Teen Dating Violence Prohibited**

**(Rewritten: June 2021)**

### **Harassment Prohibited**

*No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.*



*The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.*

#### *Sexual Harassment Prohibited*

*The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.*

#### *Teen Dating Violence Prohibited*

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

#### *Making a Report or Complaint*

*Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.*

*Nondiscrimination Coordinator:*

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*Name*

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*Address*

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*Phone Number*

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*Email Address*

*Complaint Managers:*[2](#)

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*Name*

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*Name*

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Address

Address

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Phone Number

Phone Number

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Email Address

Email Address

*Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.*

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Cross-references:

*PRESS 7:20, Harassment of Students Prohibited*

*PRESS 7:185, Teen Dating Violence Prohibited*

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1 Some school districts have policies with modified protections regarding gender and gender identity. Please assure alignment with your school district's policy manual.

## **7.10 – Acceptable Use of the District's Electronic Networks**

**(Rewritten: June 2021)**

### Acceptable Use of the District's Electronic Networks 1

*All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.*

### Terms and Conditions

*The term electronic networks includes all of the District's technology resources, including, but not limited to:*

- 1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;*
- 2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;*
- 3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.*

*Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.*

*Privileges – Use of the District’s electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.*

*Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:*

- 1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;*
- 2. Using the electronic networks to engage in conduct prohibited by board policy;*
- 3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;*
- 4. Unauthorized use of personal removable media devices (such as flash or thumb drives);*
- 5. Downloading of copyrighted material for other than personal use;*
- 6. Using the electronic networks for private financial or commercial gain;*
- 7. Wastefully using resources, such as file space;*
- 8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;*
- 9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;*
- 10. Using another user’s account or password;*
- 11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;*
- 12. Posting or sending material authored or created by another without his/her consent;*
- 13. Posting or sending anonymous messages;*
- 14. Creating or forwarding chain letters, spam, or other unsolicited messages;*
- 15. Using the electronic networks for commercial or private advertising;*
- 16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;*
- 17. Misrepresenting the user’s identity or the identity of others; and*
- 18. Using the electronic networks while access privileges are suspended or revoked.*

*Network Etiquette – The user is 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 messages to others.*
- 2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.*
- 3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.*
- 4. Recognize that the District’s electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.*
- 5. Do not use the networks in any way that would disrupt its use by other users.*
- 6. Consider all communications and information accessible via the electronic networks to be private property.*

*No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained*

via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

*Indemnification* – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

*Security* – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

*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 malware, such as viruses and spyware.

*Telephone Charges* – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

*Copyright Web Publishing Rules* – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

*Use of Email* – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name

and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

#### *Internet Safety*

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

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#### *Cross Reference:*

PRESS 6:235, Access to Electronic Networks

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<sup>1</sup> This handbook procedure contains broad language to give schools a wide range of options in adopting an AUP. Consult your school district policy manual to assure consistency and alignment with district policy.

#### **7.10 E1 – Student Authorization for Access to the District's Electronic Networks**

**(Updated: June 2021)**

Exhibit – Student Authorization for Access to the District's Electronic Networks <sup>1</sup>

##### Cyber Bullying

- a. Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
- b. 1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- c. 2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
- d. 3. Substantially interfering with the student's or students' academic performance; or
- e. 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.
- f.
- g. Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation

of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

## **12.60 – English Learners**

**(Updated: June 2021)**

*The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.*

*Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.*

*For questions related to this program or to express input in the school's English Learners program, contact*

\_\_\_\_\_ at \_\_\_\_\_.

*Cross Reference:*

*6:160, English Learners*

## **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS<sup>[1]</sup>, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

*Cross-reference:*

## **Extracurricular Athletic Activities Code of Conduct**

**(Updated: November 2021)**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."<sup>2</sup>
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.<sup>3</sup>
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;<sup>4</sup> and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **Illinois Elementary School Association**

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

### **Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain overall passing grades. Any student with an F will be ineligible and the Athletic Policy for Extra Curricular Event Eligibility will be followed.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the

extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.<sup>8</sup>

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

#### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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



Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  2. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

### **First violation**

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

### **Second violation**

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To

participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

### **Third violation**

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
  - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
2. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

### **Drug and Alcohol Testing Program<sup>9</sup>**

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic 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/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Consent to Participate in Extracurricular Drug and Alcohol Testing Program" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*

PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*

## **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

- 2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official

may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study

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

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

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written

consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

##### **Physical signs:**

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss
- Behavioral signs:
  - Excessive talk about or knowledge of sexual topics
  - Keeping secrets
  - Not talking as much as usual
  - Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
  - Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
  - Overly compliant behavior
  - Sexual behavior that is inappropriate for the child's age
  - Spending an unusual amount of time alone
  - Trying to avoid removing clothing to change or bathe

##### **Emotional signs:**

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

#### Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments

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- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

#### Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students<sup>1</sup>; or
6. Incites students to violate any Board policies.

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Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities.

A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

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

**Waiver of Student Fees** – Add the following as an eligibility prerequisite:

The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

**Isolated Time Out, Time Out, and Physical Restraint (All Schools)** – Add the following line:

The use of prone restraint is prohibited.

**Instructional Materials**– Add the following line:

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

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**Prohibition on Selling or Marketing Students' Personal Information**

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the following surveys that request personal student information on the following approximate dates<sup>1</sup>:

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A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

**Amendments to PCJH Handbook.**

Isolated Time Out, Time Out and Physical Restraint Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

**Faith's Law Notifications**

Employee Conduct Standards School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.



### **Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **Complaints About Curriculum, Instructional Materials, and Programs**

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

### **PUNS**

**New requirements for Prioritization of Urgency of Need for Service (PUNS) were effective January 1, 2024. PUNS is a statewide database that records information about individuals with developmental disabilities who are planning for or seeking services through the Illinois Department of Human Services (IDHS) Division of Developmental Disabilities. At each annual review for a student with a disability, the IEP (Individualized Education Program) team must determine if the student is registered for PUNS and, if not, refer the family to a designated employee who has completed the PUNS training. For information on PUNS, please contact one of the following trained employees:**

**Jodi Peterson**

**Director of Student Services**

**(185)882-2800**

**[petersonj@pcschoos535.org](mailto:petersonj@pcschoos535.org)**

### **Pg. 73 Use of Artificial Intelligence**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. In preparation for this use, students should be taught how to appropriately use the AI prior to independent use. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator in all subjects and matters related to the student's participation in their school or associated programs. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

Students may use AI as authorized in their Individualized Education Program (IEP). In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software. A student's work may also be compared to previous student samples to determine if the work was produced or created using AI. Based upon the teacher's determination, the student may be subject to the school's policies on cheating and/or plagiarism.

#### General Principles for AI

The following are principles acquired from the U.S. Department of Education Office of Educational Technology and serve as a basis for the use of AI in schools:

- The use of AI must fit within the educational goals of a lesson or unit.
- AI models should not limit the vision for learning.
- Educators and students should be centered in the use of AI, meaning tools must be inspectable, explainable, and provide human alternatives to AI suggestions.
- Educators and students retain all professional judgement and override of AI.
  - At the elementary level, AI will likely be teacher-led experiences. At the junior high and high school levels, AI may transition to student-led experiences.
- The goals of learning and use of AI will change as systems evolve.
- Data privacy and security must be ensured when using AI.