

2018-2019 Proposed Handbook Changes

P. 5-6: After School Procedure

Last line will read: "Students are not allowed to remain on campus after school hours waiting for practice or other school activities to begin. Students should leave campus at dismissal and return no more than 10 minutes prior to the activity beginning."

P. 6: After-School Activities

Add to last line: "Students must realize that after-school events are an extension of the school day and passing grades and attendance during school is a prerequisite to attending after school functions (i.e. sporting events, dances, etc.)."

P. 6: Bullying, Intimidation, & Sexual Harassment

Update to reflect current board policy 7:180 language: 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 the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (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.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of Bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, 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.

P. 9: Update Homeless Liaison Information: Kelly Millburg

P. 9: Add Field Trip Policy Similar to HS Policy:

"From time to time, PJHS may provide students with field trips. In order to be eligible to participate in a field trip, students must meet requirements in three areas: attendance, discipline, and academics. Failure in any one area could result in a student being denied participation in the field trip. (Board Policy 6:240)"

P. 9: Extracurricular Activities and Eligibility

Add line at end: "Attending any extracurricular event as either a participant or a spectator is a privilege and is dependent upon a student's attendance, behavior, and academic performance. Students may be denied participation in any extracurricular activity based upon the aforementioned criteria."

P. 10: Grading Scale and Homework Completion

Change last paragraph to read: "Student grades will be monitored each week and parents/guardians and students are encouraged to check the Lumen Student Portal weekly. Students who are failing or have several incomplete assignments are subject to consequence including, but not limited to, lunch detention, after school detention, loss of attendance privilege at extracurricular activities, etc.

P. 13: Lockers

Add: "Students should utilize lockers throughout the day. Students should refrain from leaving their possessions on the blue benches in the hallway during class time, including lunch and P.E. time. The office will not be responsible for locating any missing student possessions."

P. 14: Add Lunch and Cafeteria Rules

"During lunch, students must proceed directly to the cafeteria, and after getting their lunches, immediately sit in at a table. Students should remain seated until dismissed for recess. Students shall not cut or save places in line or save seats for others at tables. Loud talking, yelling, screaming, or other disruptions are prohibited. Students are expected to be polite and courteous with all cafeteria staff and supervisors, which includes cleaning up their eating areas.

P. 15: Add Physical Education Dressing Procedures

"Students at PJHS are required to dress out for physical education class. Students should bring appropriate attire suitable for physical movement. Attire should meet the requirements of the school dress code. Students will be provided a locker and padlock for their P.E. belongings. The school will not be responsible for missing possessions if a student fails to use his or her locker. Students will receive deducted points for failure to dress. In addition, students may face further consequence (alternative assignments, detention, etc.) for repeated violations."

P. 16: Add Safe Schools Policy consistent with HS:

"Because we all have an obligation to ensure a safe school environment, we urge all our students to report any issues that are relative to school safety. This would include knowledge of weapons, drugs, or threats to do harm. This report can be made in confidence to any staff member or school administrator or by calling the State Police Violence Hotline (1-800-477-0024)."

P. 16: Add Safety Drill Procedures consistent with HS:

"Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three evacuation drills, a minimum of one severe weather drill, a minimum of one law enforcement drill, and a minimum of one bus evacuation drill each school year. There may be other drills at the direction of administration."

P. 20: Telephone:

Change first two lines: "Students should use the office telephone on a limited basis and only to communicate immediate or necessary information. Students should refrain from using the telephone during the course of the school day to make after school arrangements with friends or to communicate any non-essential information. Students should only use the office telephone for calls to parents/guardians. Students **should not** use cell phones to communicate with parents throughout the day, especially in the case of an illness."

P. 21: Update Title IX Coordinator to Casey Adam

P. 21: Visitors:

Add: "Visitors should obtain a visitor's badge from the office when necessary. Parents/guardians wishing to meet with teachers or administration are encouraged to call ahead for an appointment to ensure availability.

P. 23: Out-of-School Suspension:

Add: "Upon return from suspension, students (and parents/guardians if requested) should participate in a re-engagement meeting with administration and/or the guidance counselor to discuss strategies to successfully re-enter the school and the classroom environment and to prevent further behavioral issues."

P. 32: Add Refusing to Do Class Assignments Policy consistent with HS:

"Homework is a part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or extension of a classroom experience. Students who refuse to do class work assigned by teachers are subject to disciplinary measures. In addition, parent/guardian conference may be requested. The type of discipline applied will depend a great deal on how the student reacts to requests to complete his/her work. A belligerent attitude will likely increase the severity of the assigned discipline and will adversely affect a student's opportunity to complete the work. As a result, this may reduce the student's grade as well. (Board Policy 6:290)"

P. 33: Add to Theft to make Theft and Vandalism Policy:

"Intentional damage to a chromebook device is considered to be vandalism of school property and appropriate consequences will be assigned. The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. (Board Policy 7:170)"