

PERU ELEMENTARY SCHOOL DISTRICT 124

Parent and Student Handbook 2026 – 2027



Northview Elementary School

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Peru, Illinois 61354

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Parkside Middle School

1800 Church Street

Peru, Illinois 61354

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Introduction: Message from the Administration

On behalf of the faculty and staff, we welcome you to a new school year at Peru Elementary School District. We are pleased to partner with you in the education of your children. This handbook has been designed to acquaint you with our school environment, its policies, opportunities and expectations. Each year an advisory committee, consisting of parents, teachers, and students, meets with the administration to review and modify these policies within the guidelines established by the Board of Education. A copy of the Parent and Student Handbook is available on our website and is provided to all students within fifteen (15) days of their enrollment. You are asked to review the handbook carefully and to keep it available for reference. Please support us when rules and regulations are enforced. Keep in mind that we must make our decisions for the good of all our students and not just one individual or special group.

Our district prides itself in creating a student-centered learning environment that maintains high expectations for students and staff. Teamwork is an expectation as teachers, parents, and students work together to focus on the achievement of each child. Our students need your support, involvement, and encouragement throughout the year. We encourage you to provide opportunities for nightly reading and to help your child develop good study habits at home. We offer a well-rounded curriculum using the Illinois Learning Standards as the foundation to provide the best academic, social and co-curricular experiences for everyone. We believe there is a place for every parent and student to get involved, and we strive to help them identify and develop student interests. Our hope is to work together to reach each student's educational goals while making the year successful.

2026-2027 Handbook Committee

Julie Chasteen, teacher representative (Preschool)
Tara Duncan, teacher representative (Kindergarten)
Megan Einhaus, teacher representative (2nd)
Sally Kampwerth, teacher representative (3rd)
Rod Janssen, teacher representative (4th)
Heather Hardin, Interventionist
Alison Goode, Board Member
Kim Lamps, District Nurse

Sara McDonald, Northview Principal
Heather Baker, Northview Assistant Principal
Brent Ziegler, Parkside Principal
Wendy DePhillips, Parkside Assistant Principal
Dinelle Freschi, teacher representative (5th)
Micky Fassino, teacher representative (6th)
Jade Hubinsky, teacher representative (7th)
Katie Robinson, teacher representative (8th)
Kate Kolczaski, Expo Team Representative

*Disclaimer—This handbook does not equate to an irrevocable contractual commitment to students, but rather reflects the current practices, procedures, rules and regulations or code of conduct. Membership or participation.



2026-27 School District Calendar

Peru Elementary School District 124

Approved 6/24/2026

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

0 Student Attendance Days (0)

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12 I	13 I	14 E	15
16	17 E	18 E	19 E	20 E	21 E	22
23	24	25	26	27	28 E	29
30	31					

12 Student Attendance Days (12)

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4 E
6	7 H	8	9	10	11 E	12
13	14	15	16	17	18 E	19
20	21	22	23	24	25 E	26
27	28	29	30			

21 Student Attendance Days (33)

OCTOBER

S	M	T	W	T	F	S
				1	2 E	3
4	5	6	7	8	9 I	10
11	12 H	13	14	15	16 E	17
18	19	20	21	22	23 E	24
25	26	27	28	29	30 E	31

20 Student Attendance Days (53)

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6 E	7
8	9	10	11	12	13 E	14
15	16	17	18 P/N	19 P/E	20 E	21
22	23	24 E	25 X	26 H	27 X	28
29	30					

18 Student Attendance Days (71)

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4 E
6	7	8	9	10	11 E	12
13	14	15	16	17	18 E	19
20	21 X	22 X	23 X	24 X	25 H	26
27	28 X	29 X	30 X	31 X		

14 Student Attendance Days (85)

IMPORTANT DATES

Scheduled Early Out/Staff Development
Early 1:50, 2:05 p.m. Dismissal

2026

August 12-13
Teacher Institute Days, No School
August 17-21
Early 1:50, 2:05 p.m. Dismissal

September 7

Labor Day, No School

September 25

Mid-Trimester Progress Reports

October 9

Teacher Institute Day, No School

October 12

Columbus Day, No School

November 6

End of 1st Trimester

November 18

Noon 11:55, 12:00 Dismissal

Parent-Teacher Conferences 1:00 - 7:00 p.m.

November 19

Early 1:50, 2:05 p.m. Dismissal

Parent-Teacher Conferences 2:30 - 7:00 p.m.

November 24

Early 1:50, 2:05 p.m. Dismissal

November 25-27

Thanksgiving Break, No School

December 21-31

Winter Break, No School

2027

January 1

New Years Day, No School

January 4

Teacher Institute Day, No School

January 8

Mid-Trimester Progress Reports

January 18

Martin Luther King Holiday, No School

February 15

President's Day, No School

February 19

End of Second Trimester

March 25

Early 1:50, 2:05 p.m. Dismissal

March 26-31

Spring Break, No School

April 1-2

Spring Break, No School

April 9

Mid-Trimester Progress Reports

May 20

Noon 11:55, 12:00 Dismissal

Last School Day, Report Cards Issued

May 21, 24-27

Reserve/Emergency Weather Days

May 31

Memorial Day, No School

JANUARY

S	M	T	W	T	F	S
					1 H	2
3	4 I	5	6	7	8 E	9
10	11	12	13	14	15 E	16
17	18 H	19	20	21	22 E	23
24	25	26	27	28	29 E	30
31						

18 Student Attendance Days (103)

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8 E	9
10	11	12	13	14	15 E	16
17	18	19	20	21	22 E	23
24	25	26	27	28	29 E	30
31						

19 Student Attendance Days (122)

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8 E	9
10	11	12	13	14	15 E	16
17	18	19	20	21	22 E	23
24	25	26	27	28	29 E	30
31						

19 Student Attendance Days (141)

APRIL

S	M	T	W	T	F	S
					1 X	2 X
3	4	5	6	7	8	9 E
10	11	12	13	14	15	16 E
17	18	19	20	21	22	23 E
24	25	26	27	28	29	30 E

20 Student Attendance Days (161)

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7 E	8
9	10	11	12	13	14 E	15
16	17	18	19	20 N	21 R	22
23	24 R	25 R	26 R	27 R	28	29
30	31 H					

14 Student Attendance Days (175)

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

0 Student Attendance Days (175)

Calendar Legend

Bold	Student Attendance Days
E	Early 1:50, 2:05 Dismissal Schedule
N	Noon 11:55, 12:00 Dismissal Schedule
P	Parent-Teacher Conferences (see schedule in center)

I	Institute Day - No School
H	School Holiday - No School
X	Not in Attendance - No School
R	Reserve/Emergency Day

Student Attendance Schedules

Parkside (5-8)

8:20 a.m. - 3:05 p.m. Regular Dismissal
8:20 a.m. - 1:50 p.m. Early Dismissal

Northview (K-4)

8:45 a.m. - 3:20 p.m.
8:45 a.m. - 2:05 p.m.

Staff Directory

To email any employee of the school district, use the first initial and last name followed by @perued.net.

DISTRICT STAFF

Ryan Linnig, Superintendent
Kim Strube, Director of Student Support Services
Megan Baltikauski, Administrative Assistant
Stephanie Lippert, Special Education Administrative Assistant
Jeanine Sonnenberg, Bookkeeper
Tony Carlson, Technology Director
Kim Lamps, Nurse
Tara Wright, Nurse Aide

PARKSIDE STAFF

Brent Ziegler, Principal
Wendy DePhillips, Assistant Principal
Jessica Beem, Secretary
Gina Anderson, Secretary
Olivia Wojcik, Social Worker
Jennifer Calhoun, Speech and Language Pathologist

Fifth Grade:

Tara Backes, 5-1
Dinelle Freschi, 5-2
Abby Holman, 5-3
Michele Smudzinski, 5-4

Special Education:

Claudia Artega-Carbajal, 5th Grade
Michayla Fassino, 6th Grade
Beth Rich, 7th Grade
Molly Leone, 8th Grade
Katy Faber, Transitions Program
Amy Perona, Transitions Program

Sixth Grade:

Hannah Muehlschlegel, ELA
Corrine Kimes, Science
Madison Pearson, ELA
Rhonda Giachetto, Math

Seventh Grade:

TBA , ELA
Lyric Goskusky, ELA
Katie Bates, Math
Jade Hubinsky, Science

Expo/Special Areas:

Katie Budnick, STEM/Technology
Sue Atilano, ELA/ELL/Spanish
Tara Washkowiak, Art
Matt Guenther, PE
Kate Kolczaski, PE/Health
Christian Parry, PE
Connor DeWalt, Choir Director
Phil Whaley, Band Director
Katie Meyer, Reading Specialist/Coach
Beth Hickey, Learning Resource Center

Eighth Grade:

Sue Atilano, ELA
Karole Ochs, ELA
Katie Robinson, Math
Emma Constantine, Science

PARKSIDE BUILDING SCHEDULE

Office Hours: 7:30-4:30 Monday-Thursday, 7:30-3:15 Friday

7:45 a.m. (Breakfast ends at 8:05 a.m.)	Breakfast/outside supervision begins
8:12 a.m.	Students enter building
8:20 a.m.	Tardy bell (report to office)
10:42-11:22 a.m.	5th Grade Recess/Lunch
11:30-12:04 p.m.	7th/6th Grade Lunch
12:15-12:49 p.m.	8th Grade Lunch
3:05 p.m. (1:50 p.m.-Fridays)	School dismisses

NORTHVIEW STAFF

Heather Baker, Principal
Emily Leffelman, Assistant Principal
Bethany Tinkler, Secretary
Michelle Novak, Secretary
Mindy Davis, Social Worker
Abby Kotecki, SEL, Academic & Behavioral Interventionist
Sally Etzenbach, Speech and Language Pathologist
Angie Lamps, Speech and Language Pathologist
Kelly Schaefer, Speech and Language Pathologist

PreK:

Julie Chasteen
Mallori Fahler
Melissa Preston
Ali Ciucci

Second Grade:

Olivia Boucek
Megan Einhaus
Thea McNamara
Maribeth Patyk
Mikayla Connor

Special Education:

Carly Bowman
Jessica Heiberger
Michele Meyer
Cassie Stovall
Cindy Vaske, Foundations Program
Lisa Michael, Foundations Program

Kindergarten:

Kris Criss
Tara Duncan
Ronda Iossi
Jessica Urbanc

Third Grade:

Cinnamon Bosnich
Carol Happ
Sally Kampwerth
Mikayla Connor
Meghan Doll

Special Areas:

Melissa Cass, Title I/Reading
Carolyn Foster, PE
Matt Guenther, PE
Mary Lindig, Library
Emily Gallagher, Music
Sarah Wick, Art
Heather Hardin, Title I/Reading
Shelley May, Title I/Reading

First Grade:

Leslie Rudnický
Kelli Funfsinn
Beth Haskell
Chloe Cinotto

Fourth Grade:

Rod Janssen
Sarah Haag
Addison Ripka
Carly Christman

NORTHVIEW BUILDING SCHEDULE

Office Hours: 7:15-4:30 Monday-Thursday, 7:15-3:15 Friday

8:20 a.m. Breakfast students may arrive
8:30 a.m. Outside supervision begins
8:45 a.m. First bell rings and students enter the building
8:50 a.m. Tardy bell (report to office)

Lunch	Recess	Grade Level
11:45-12:05	12:05-12:25	Kindergarten
12:05-12:25	12:25-12:45	1st Grade
11:25-11:45	11:45-12:05	2nd Grade
12:25-12:45	12:05-12:25	3rd Grade
12:45-1:05	12:25-12:45	4th Grade

3:15 p.m. (2:00 p.m.-Fridays) Buses load
3:20 p.m. (2:05 p.m.-Fridays) Classes dismiss

PRESCHOOL BUILDING SCHEDULE

AM Session

7:40 a.m. Teachers meet students outside and dismiss from cars
7:45 a.m. Students enter building – Tardy after this time
10:15 a.m. Students dismissed and walk to cars or board bus

PM Session

11:10 p.m. Teachers meet students outside and dismiss from cars
11:15 p.m. Students enter building – Tardy after this time
1:45 p.m. Students dismissed and walk to cars or board bus

Full Day Session

7:40 a.m. Teachers meet students outside and dismiss from cars
7:45 a.m. Students enter building – Tardy after this time
7:45 a.m. Students eat breakfast
11:15 a.m. Students eat lunch
11:35 a.m. Students have recess outside on playground
1:45 p.m. Students dismissed and walk to cars or board bus

DROP-OFF PROCEDURES

To ensure safe and efficient drop-off, please follow the directions and contact the office if you have any questions. No students should be dropped off at the main entrance unless they are tardy and all buses are gone. Students that are tardy need to be signed in at the office. Please share these procedures with any adult who may bring your child to school.

Reminder: It is against the law to use cell phones in a school zone and to smoke on school property.

Northview - PreK, K, 1 AM drop-off procedures

- Students in PreK, K, 1 and any older siblings of K and 1 students, will be dropped off at the north end of the building.
- Cars will enter at the north Plum Street entrance and veer right.
- Drop-off line continues looping around the parking lot with students being dropped off at the sidewalk near door #5.
- There is enough sidewalk space to safely drop off approximately 10 at a time.
- Cars will be directed to pull all the way to the northeast end of the sidewalk to allow for the maximum number of students to be dropped off at one time.

- Students will exit the car on the passenger side and proceed directly to the sidewalk. In order to expedite the process, teachers will only open up the car door for parents when they are able. Parents or children are responsible for unbuckling their own seat belts. Parents must remain in the car during drop off.
- Students then head to their respective homeroom line on the side of the playground.
- In the event of inclement weather, all PreK, K, and 1st grade students and siblings that get dropped off with them, will enter the building at door #5 and proceed through the building to their respective grade level hallways instead of lining up outside.

Northview - Grades 2, 3, 4 AM drop-off procedures

- Cars will enter at the south Shooting Park Road entrance and veer right.
- Cars proceed around the loop until they get to the west end corner.
- There is enough sidewalk space to safely drop off approximately 14 students at a time.
- Cars will be directed to pull all the way to the west end to allow for the maximum number of students to be dropped off at one time.
- Students will exit the car on the passenger side and proceed west on the sidewalk.
- Students then head to the west to their grade level homeroom lines on the west side of the building in the gated off area.
- Students with a sibling in K or 1 will get dropped off with K/1 students. They will enter the building through Door #5 and walk down the hall and exit to the upper grade playground area.
- In the event of inclement weather, all 2nd, 3rd, and 4th grade students will be dropped off in the same manner but will enter the building at door #20 and proceed through the building to their respective grade level hallways instead of lining up outside.

Northview - Grade level line areas

- K – northwest side of the building in the gated off area, K students enter the building at door #6
- 1 – play area on the north end of the building, 1st grade students enter the building at door #5
- 2 – west side of the building in the gated off area, 2nd grade students enter the building at door #10
- 3 – west side of the building in the gated off area, 3rd grade students enter the building at door #7
- 4 – west side of the building in the gated off area, 4th grade students enter the building at door #19

Parkside – Grades 5-8 AM drop-off procedures

- Cars will enter the west side entrance (back of the building) off of Shooting Park Road.
- Cars proceed through the right side of the parking lot and loop to drop off at the back door entrance.

PICK-UP PROCEDURES

To ensure safe and efficient pick-up, please follow the directions and contact the office if you have any questions. **Please do not park your car and walk to pick up your child.** Please share these procedures with any adult who may pick your child up from school. **Reminder: It is against the law to use cell phones in a school zone and to smoke on school property.**

Northview - PreK, K, 1 PM pick-up procedures

- Students in PreK, K, 1 and any older siblings of K and 1 students will be picked up at the north end of the building.
- Parents who are walking from the neighborhood to meet their child are asked to please stop and wait by the fence near the checkered flag. Teachers will send the student(s) to you when they see you.
- Cars will enter at the north Plum Street entrance and will veer right.
- Pick-up line continues looping around the parking lot with students being picked up all along the sidewalk near door #5.
- Cars will be directed to pull all the way to the northeast end of the sidewalk to allow for maximum number of students to be picked up at one time. There is enough sidewalk space to safely pick up approximately 10 at a time.
- Please have your pick-up window ID hanging from the rearview mirror, on the visor, or sitting on the dash so it is visible to the teachers directing students to the pickup location.
- Pull forward to your child and he/she will enter the car on the passenger side. If a teacher is available, they may open up the car door in order to expedite the loading process. Please make sure your child can secure themselves in their seat. For PreK and K students, if they cannot secure their own car seat, please pull forward around the curve where you are

able to get out of the car if needed to get your child in the car seat. Parents may not exit their vehicle to assist their children until they have moved past the pick-up zone.

- Cars will continue to pull forward as far in line as they can and students will continue to load cars and exit the line.
- Older siblings of the K and 1 students will get picked up with them at the north end of the building.

Northview - Grades 2, 3, and 4 PM pick-up procedures

- Cars will enter at the south Shooting Park Road entrance and veer right.
- Cars can begin forming two lines once they are around the first bend to the right when they see the yellow marking on the driveway.
- Cars proceed around the loop until they get to the west end corner.
- Teachers will direct cars from one line at a time to form the pick-up line along the sidewalk at the south end of the building.
- Cars will be directed to pull all the way to the west end to allow for the maximum number of students to be picked up at one time. There is enough sidewalk space to safely pick up approximately 14 students at a time.
- Please have your pick-up window ID hanging from the rearview mirror, displayed on the visor, or sitting on the dash so it is visible to the teachers.
- Pull forward to your student and they will enter the car on the passenger side.
- Once your child is secured in the car, you may pass in the passing lane to exit or proceed straight ahead if all other cars are loaded and ready to leave.

Parkside – Grades 5-8 PM pick-up procedures

- Cars will enter the west side entrance (back of the building) off of Shooting Park Road.
- Cars proceed through the right side of the parking lot and loop to pick up at the back door entrance.

ENROLLMENT INFORMATION Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, 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.

Residency

Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student. The district does not accept non-resident students on a tuition basis, with the exception of students with disabilities from other districts participating in approved specialized programs for students with special needs. (BP 7:60) Preschool through fourth grade students whose parent lives within the district shall attend Northview School and fifth through eighth grade students will attend Parkside School unless exempted by attendance in an optional setting.

Entrance Requirements

Children must be five years of age on or before September 1st of the current school year in order to enroll in kindergarten. Requirements for registration include a copy of the student's certified birth certificate and proof of residency. (BP7:60)

Health Examination and Immunization Compliance

Required 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 enrolling in an Illinois school for the first time regardless of the student's grade. The following are mandated grades and health requirements due by the first day of school:

Preschool – first year

- Completed Illinois School Physical Form signed by provider and parent/guardian
- Full Day PreK students are required to have a state dental exam OR participate in the school sponsored dental program in the winter of 2025
- Physician Statement for “risk-assessed” or screened for lead poisoning
- Proof of current required immunizations

Kindergarten

- Completed Illinois School Physical Form signed by provider and parent/guardian
- Children 6 years of age or younger must be evaluated for lead exposure
- Proof of current required immunizations
- Completed Eye Examination Form or Waiver
- Completed Dental Examination Form or Waiver

2nd Grade

- Completed Dental Examination Form or Waiver

6th Grade

- Completed Illinois School Physical Form signed by provider and parent/guardian
 - Proof of current required immunizations, including meningococcal disease
 - Completed Dental Examination Form or Waiver
- Any grade transferring from a non-Illinois school, due within 30 days of first day of attendance
- Completed Illinois School Physical Form signed by provider and parent/guardian
 - Proof of current required immunizations
 - Completed Eye Examination Form

All forms are available on our website under Parent Resources, Student Health Center.

Statement of Good Standing

Students transferring from another public school to Peru Elementary School District during the regular school term, must present a “Statement of Good Standing Form” from their previous school. The form indicates the academic status of the transferring student, and whether or not the student is currently serving a suspension or expulsion.

Student Fees

The following is a list of required and extracurricular fees. Preschool students are not charged any fees for attending school. Fee waivers or reductions, and free or reduced priced meals are available to those who qualify. Applications are available through the District Office.

Registration Fee (K-8)	\$75.00/year	Technology Fee(K-8).....	\$25.00/year
Student Breakfast (K-8)	\$1.85	Qualifying Reduced Breakfast.....	\$0.30
Student Lunch (K-8)	\$2.80	Qualifying Reduced Lunch.....	\$0.40
Milk.....	\$0.45	Extracurricular Activities at Parkside.....	\$25.00/event

Parkside Additional Fees

PE Shorts	\$11.00	PE Shirt.....	\$11.00
PE Replacement Lock.....	\$6.00	Yearbook	\$30.00/\$35.00
5th-8th Grade Chorus Fee	\$15.00/year	5th Grade Band Fee.....	\$10.00/year
6th-8th Grade Band Fee	\$35.00/year	Band Instrument Rental.....	\$50.00/year
Percussion Fee	\$15.00/year	8th Grade Graduation Fee.....	\$20.00

Fee Waivers

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meal programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present: An illness in the family; Unusual expenses such as fire, flood, storm damage, etc.; Unemployment; Emergency situations; or When one or more of the parents/guardians are involved in a work stoppage.

The district secretary will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the superintendent's secretary. Pursuant to the Hunger-Free Students' Bill of Rights Act, The school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

GENERAL PROCEDURAL INFORMATION

Attendance Procedures

Illinois law requires that whomever has allocation of parental rights for the education of any child between 6-16 years of age shall assure that the child attends school during the entire time school is in session. A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction if the student's parent/guardian provides written notice to the school office five days prior to the anticipated absence.

The habit of regular and punctual attendance is strongly related to the success of every student. We ask that you help your child acquire this habit.

Reporting an Absence

All absences should be reported to the main building office, 815-223-1111 (option #3 for Northview, option #4 for Parkside), by 9:00 a.m. each day a student will not be in attendance. An answering system is available when the office is closed. The school is required to contact the parent to verify any unreported absence, and an unexcused absence will be recorded if no contact is made. The final responsibility to assure the student is legally in school rests with the parent or guardian. Students and parents must act in compliance with the ILCS 5/26-1 and 5/26-2, which governs compulsory school attendance laws, excessive absences, and truancy. Make-up work and homework assignments should be requested and obtained by the parent/guardian.

Minimum Attendance Requirements for Creditable Pupil Attendance Days

Grades K & 1 – Full-Day: 240 instructional minutes	Half-Day: 120 instructional minutes
Grades 2-8 – Full-Day: 300 instructional minutes	Half-Day: 150 instructional minutes

Morning Tardiness

Students arriving to school after the first bell (Parkside-8:20 a.m., Northview-8:50 a.m.) must have a parent sign them in the office. Consequences for tardiness will be progressive in nature and will be assigned by administration. They may include parent contacts; referral to school district support systems; lunch, extended Friday, office, or Saturday detentions; or Disciplinary Study Program. Chronic tardiness is considered truancy.

Tardiness to Class

At Parkside School tardiness to any class other than homeroom is considered unexcused unless a student presents a pass from another teacher upon their arrival. Passing periods are sufficiently long enough to enable students to get to each class on time. Students may be penalized for each tardy to class after the third offense.

Truancy

Student attendance is critical to the learning process and absences will be monitored closely. As defined in ILCS 5/26-2a, students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are considered chronic truants. Chronic truants will be offered support services and other resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including: referral to the truancy officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney and appropriate school discipline. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. In extreme cases, chronic truants may be required to complete an extended school year or may be retained in the same grade level.

Extended Absences

Any absence due to illness or injury that extends beyond three consecutive school days, shall require medical documentation issued by a physician or nurse practitioner upon request. Additionally, a student will be excused for up to five days if a student's parent/guardian is an active-duty member of the military 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.

Pre-Approved Absences and Vacations

Although the school discourages vacations during the school year, we recognize that some situations make this unavoidable. A Pre-Approved Absence Form should be completed, submitted to the building office, and approved by the principal one calendar week prior to any vacation. Some work may be available prior to the absence, but often assignments will be given to the student to make up upon his/her return. Upon return, Parkside students may be asked to attend academic lunch and/or extended Friday until all work has been completed. Five excused absences will be allowed each school year upon proper submission and sign-off of the Pre-Approved Absence Form. Any days beyond five will be listed as an unexcused absence. Excused absences will not be given during the administration or state mandated assessments.

Excused Absences

An excused absence will be given for the following reasons: up to five days of pre-approved family absences; personal illness or injury; doctor appointments; critical illness, an absence due to the mental or behavioral health of the student, or death in immediate family; and school related activities. If your child will be late or absent due to an appointment, the parent or guardian must contact the school with a phone call or submit a written note stating the reason for the tardy or absence. absence due to "the mental or behavioral health of the student." Students leaving during school hours must be picked up in the office by the parent, guardian or designated responsible adult. After an accumulation of five parental excused days for illness, injury, or mental/behavioral health of the student; medical documentation will be required. After two consecutive days of mental/behavior health absences; a parent contact will be made for a well-being check. After three or more consecutive days of mental/behavioral health absences; a referral to the social worker will be made.

Unexcused Absences

An unexcused absence is an unauthorized absence from school, such as: oversleeping, car trouble, non-medical appointments, babysitting, pre-approved family absences beyond five days, completing school work at home or leaving class or school grounds without permission. At Parkside, students will be subject to disciplinary action after two days of Unexcused Absences.

Agency Interviews

The principal's office shall manage requests by police or other agency officials (such as, but not limited to DCFS, YSB or other child advocacy organizations) to interview students at school (BP 7:150). These interviews may be initiated by the State's Attorney's Office, Police or by the school. Before a police officer will be allowed to speak with a student, a reasonable

attempt will be made to contact a parent. If a parent cannot be reached, the officer WILL be allowed to speak with the student(s) as requested.

Animals

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

Therapy Dog

Each building shall inform parents/guardians and staff annually about the use of therapy dogs in a school setting. Expectations for interactions with the dog shall be established and shared with staff. Parents/guardians shall be provided the opportunity to have their child(ren) opt out of contact and engagement with the therapy dog.

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. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. 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.

Asbestos Notice

The District complies with all regulations relative to asbestos abatement. Please contact the District Office for further information or to review the inspection/management plan.

Backpacks/Bags

Students are not allowed to take backpacks, duffle bags or large purses into classrooms. Toys hanging on keychains or lanyards are also prohibited on backpacks.

Bicycles

Upon reaching school property, students riding bikes should walk them to the bike racks provided at each building and park them appropriately. The school cannot be held responsible for damage or theft when bikes are parked on school grounds. Locks are strongly encouraged. Electric Scooters and Electric Bicycles are not allowed on school property.

Breakfast

Breakfast is served daily at each building according to the Building Schedules (p. 7-9) and are purchased through the TeacherEase lunch account program. Students will be permitted to come into the cafeteria ONLY if they purchase a FULL breakfast, and they will be required to go outside when they are finished eating. Students are not allowed to bring in outside breakfast food to be eaten in the cafeteria. No food can be taken outside of the cafeteria after breakfast.

Change of Address/Phone

For emergency purposes, we must have updated information for each student. If at any time during the school year a student moves to a different address, the change MUST be reported to the school office, as well as any change in phone number, work/emergency contacts, or cell phones.

Chewing Gum

Chewing of gum within the school is prohibited. Food and candy will not be permitted in the hallways or classrooms unless special permission is granted by a classroom teacher. Consequences may be given for students that fail to abide by these expectations.

Conferences

Regularly scheduled Parent Teacher Conferences are held at the end of the first trimester, and every parent is invited and encouraged to attend. Additional conferences may be initiated by parents or teachers as the need arises. Parents wishing to confer with a staff member may contact them by phone or email to make an appointment. A standard of reasonableness is encouraged, and parents seeking daily personal contact are urged to consider the appropriateness of the request.

Dances

School-sponsored dances at Parkside School may be offered throughout the school year. Students who are absent on the day of a dance are not eligible to attend. Further, students who are suspended will not be eligible to attend any dance in the same trimester as their suspension. Dances are open to Parkside students only unless designated otherwise by the sponsoring group.

Deliveries

Items such as flowers, balloons, or gifts will not be accepted at school and will be refused upon arrival, as they are disruptive to the educational environment. Students may be called to the office to pick up personal items dropped off such as homework, PE clothes, or instruments.

Dress Code

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. (BP 7:160) School attire must be neat, clean, and opaque, making no reference to illegal substances, beer, or tobacco products, nor be offensive to sex, creed, or race. In general, school attire must cover the individual from the shoulders to the mid-thigh area. Pants must be worn above the hips and tops may not expose cleavage or midriffs. Short shorts, spaghetti straps, strapless tops, halter tops, see through clothing, and other attire deemed inappropriate by the faculty or administration are not permitted. All undergarments should also be covered by an opaque material. Shoes are required at all times. Flip flops, sandals with straps and high-heeled shoes are not recommended footwear, and for safety purposes students wearing these types of shoes will not be allowed to play on the playground equipment or participate in physical activity of any kind. Shoes with wheels in the heels are not allowed on school property. Coats, sunglasses, and head wear including but not limited to hats, bandanas or hoods, will not be worn during the school day without permission. Wallet or belt chains are not permitted. Inappropriate jewelry is not allowed. No student on or about school property or at any school activity shall dress or display any clothing, jewelry, emblem, badge, symbol, sign, or other item that is evidence of membership or affiliation in any gang. At Parkside Middle School, costumes (or parts of costumes) are not allowed on Halloween or any other school day unless permitted with a school approved theme (i.e. student council dress up days)

Students are required to dress appropriately for the weather, including boots, snowsuits, hats and mittens for cold weather. Boots are to be worn outside only, with alternative shoes to wear inside the building. Tennis shoes must be worn for PE, and Northview students' PE shoes must be kept at school. The younger students who are unable to tie their shoes are encouraged to have PE shoes with Velcro closures.

Employee Code of Ethics

Please reference this document for the Peru Elementary School District #124 Employee Ethics Policy:

Erin's Law

Erin's Law is named after childhood sexual assault survivor, author, speaker, and activist Erin Merryn, who is the founder and President of Erin's Law, which is registered with the State of Illinois and the IRS as a 501 (c) (4) non-profit social welfare organization. After Erin introduced the legislation in her home state of Illinois, the bill was named "Erin's Law" after her by legislators and it caught on nationwide. Illinois is the first state by law to mandated child sexual abuse prevention. 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. The guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

"Erin's Law" requires that all public schools in each state implement a prevention-oriented child sexual abuse program which teaches:

1. Students in grades PreK-12th grade, age-appropriate techniques to recognize child sexual abuse and tell a trusted adult;
2. School personnel all about child sexual abuse;
3. Parents and guardians, the warning signs of child sexual abuse, plus needed assistance, referral or resource information to support sexually abused children and their families.

The following are free resources for students and parents who have questions or concerns about domestic violence:

1. Warning Signs and Resources of Abused Children: <https://www.erinslaw.org/for-parents/>
2. National Sexual Assault hotline at 1-800-656-4673 to speak to someone. You can also talk to someone online at <https://www.rainn.org/>
3. ADV & SAS Crisis Line at 1-800-892-3375
4. DCFS hotline at 800-25 ABUSE (22873)

Faith's Law

Faith's Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act.

Field Trips

Field Trips serve to enhance student learning experiences by extending curriculum and aligning to strategic plan goals. All students, staff, and approved chaperones must abide by school rules at all times. Chaperones must focus their full attention on the supervised students, so they may not bring other children not assigned to the class on the field trip. Fees may be charged for students and chaperones, but no student will be excluded because of lack of funds.

Those with behavior concerns may be required to have a parent chaperone for any curriculum-based field trip. Parental permission must be obtained in writing for all planned field trips. Field trips are for educational purposes only. No money or purchases will be allowed on field trips. Cell phone use is prohibited on field trips, unless preapproved permission is provided by the teacher for academic related reasons.

Graduation Ceremony

The graduation ceremony is a privilege-to celebrate successful completion of the curriculum.

The graduation ceremony is a privilege for students to celebrate successful completion of the curriculum. Students must earn this right both academically and behaviorally. Participation will be determined by the following:

- Pass all core (Literature, Language, History/Social Studies, Math, and Science). Special consideration will be given to students with an individualized education program, or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act.
- Pass both the U.S. and Illinois Constitution Test.
- Maintain positive attendance habits. Unexcused absences in excess of 5% (Chronically Truant) or overall excessive

absences without medical documentation.

- Adherence to District behavioral expectations. Students with serious behavioral infractions may be denied the privilege of taking part in the graduation ceremony.
- Completing minimum requirements for graduation as specified by State law.

Homebound Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Parents of students who will have extended absences may apply for home tutoring by having the proper forms completed by a physician and filed with the superintendent. (BP 6:150)

Home School

Home-schooled students are invited to participate in Band or Choir; but in conjunction with SRC conference guidelines, they are not permitted to participate in athletic or other extra-curricular activities.

Homeless

When a child loses permanent housing and becomes a homeless person as defined by 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.

Lost & Found

If your child is missing something, parents may call the school office to check for lost items, or the students may check the "Lost & Found." All "found" articles should first be brought to the office. Unclaimed items will be donated to a charitable organization several times a year.

Lunch

Students may bring a sack lunch or purchase a school lunch at a cost of \$2.80, \$.40 reduced price, or free to qualifying students. Applications for reduced or free lunch are available in the District Office. ALL students including those receiving free or reduced lunches will be charged \$0.45 for extra milk. Lunch menus are posted in homerooms and on the district website. Printed copies may be sent home by request. At Parkside additional ala carte items may be available for purchase each day, such as a variety of sandwiches, subs, salads, wraps, chips, fruit juice, and ice cream. Students are encouraged to purchase only food they will eat during their designated lunch, as no food or drink may be taken outside the cafeteria. Students with a negative balance or no lunch card will not be allowed to purchase ala carte items.

Lunch debit cards are provided to each student at the beginning of the school year. The card should be stored at school in the student's homeroom. **STUDENT ID/LUNCH CARDS SHOULD NEVER BE TAKEN HOME.** *Replacement card fees are as follows: \$1 for the first replacement, \$3 for the second replacement and \$5 for the third and following replacements.* Students with four lunch card violations will earn a lunch detention. Lunch balance information is available and deposits can be made online through TeacherEase, or money can be sent to school in an envelope clearly marked with the student's name, homeroom, and amount enclosed. As a courtesy to parents, reminder emails with balance information are sent home periodically, and students with negative lunch balances will receive a daily written reminder. Remaining lunch balances will be automatically transferred to the next school term.

Students bringing a sack lunch need to bring a healthy, balanced lunch. NO soda, milk shakes, coffee drinks, or energy drinks will be allowed at any time. Children are not allowed to trade or share food items with other students. Fast Food and or lunches from a delivery service are not permitted .

Students are responsible for good table manners in the lunchroom. They are responsible for disposing and recycling their trash from their immediate seating area and under the table. Misbehavior in the lunchroom may result in, but is not limited

to, loss of cafeteria privileges, assignment to an alternative site for lunch and/or recess, assigned seats, or any combination of these. A peanut/nut free table will be available as needed.

Parent Teacher Association

All parents are encouraged to become active members of the Peru Elementary Parent Teacher Association and are invited to attend the meetings and become actively involved in various projects which support the children and schools. PTC meeting dates and activities are posted on the District website under the PTA tab.

Parent Volunteers

Available parents are strongly encouraged to volunteer in the classroom or school. If you are interested in volunteering, please contact your child's teacher or school office. There are guidelines put in place for the safety of our children. Prior to volunteering, a volunteer waiver form available in the school offices must be completed, a driver's license presented, and an annual criminal background check must be passed.

Party Invitations

Party invitations may be distributed at school if all girls and/or boys in the child's class/homeroom are receiving one. No invitations should be distributed on the playground or during recess times.

PBIS

Positive Behavior Intervention and Supports helps ensure all students have access to effective and accurately implemented instructional and behavioral practices and interventions. PBIS provides an operational framework for achieving these outcomes. Our Raider Rules - Be Respectful, Be Responsible, Be Safe - are taught to students early in the year and are reinforced throughout the year. By following these rules, students can earn Raider Reward tickets which can be redeemed for a variety of incentives.

Pepper Spray

Aerosol self-defense sprays, such as Mace and pepper spray are not permitted at school.

Pest Management/Pesticide Application

Structural and landscape pests can pose significant hazards to people, property and the environment. Current laws amend the Acts previously administered to control indoor and outdoor pests. A full text of the laws can be found at www.spcpweb.org. Peru School District has amended its procedures to comply with all laws and will apply pesticides as needed before or after school, or when students are not in session. (BP 4:160) Our district office maintains a registry of parents or guardians who would like to be informed when pesticides are applied.

Physical Activity Exemption (BP 7:260)

In order to be excused from participation in Physical Education class or recess, a student must present an appropriate excuse from a parent or guardian, or medical documentation issued by a physician or nurse practitioner. The excuse may be based on medical or religious prohibitions. An excuse based on religious reasons must include a signed statement from a member of the clergy corroborating the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. Students who need to be excused from PE or recess for more than two days must have medical documentation from a physician or nurse practitioner corroborating the medical reason for the request. The note should indicate when the student can return to participation.

Promotion/Retention (BP 6:280)

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the educational team, such exceptions are in the best educational interest of the pupil involved. Occasionally in the early primary years, development characteristics of the individual learner create circumstances where retention in a given grade level will optimize the future educational potential for the child. Students may be retained who fall significantly below Peru Elementary School standards of performance as interpreted by the classroom teacher, the principal, and other professional personnel. Decisions to promote or retain students will be determined on a case by case basis in consultation with the parents/guardians with joint conferencing among parent/guardian, teacher, and principal providing optimal placement for

each student. If deemed appropriate, students may be offered an opportunity to complete credit recovery at the parent's expense, to assure promotion to the next grade level.

Multi-Tiered System of Support (MTSS)

Multi-tiered System of Support (MTSS) is a process designed to help schools focus on high-quality interventions that are matched to student needs. Students are monitored on a frequent basis and the information gained is used by school personnel to make decisions regarding the school's educational program. Students may receive intervention services in the areas of Reading, Math, or Behavior. All students will receive MTSS services in a tiered system. Tier 1 supports are provided through the core curriculum and differentiation within the regular classroom. Those needing additional support will receive Tier 2-3 Interventions through push-in or pull-out services.

School Visitation

Parents are welcome and encouraged to visit classes, provided their presence will not be disruptive. All visits must be arranged in advance. All visitors passing beyond the office while students are present must report to the principal's office to provide a driver's license or state ID. A web-based Raptor Security System will be used to conduct an instant screening of all visitors and volunteers using this identification. Raptor will electronically check against a registered sexual offender database, produce a badge with your photo, and provide date and time tracking data on visitors and volunteers. Visitors must return to the office when leaving the building to pick up their identification card. Although parents are welcome at any time, American Education Week in November provides an excellent opportunity to see learning in action. Student visitors from other schools are not allowed since they present a distraction to an orderly educational process.

Any staff member may request identification from any person on school grounds or in any school building, and refusal to provide such information is a criminal act. Immediate removal will be sought for any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of School Board Policy 8:30, Visitors to and Conduct on School Property. **SMOKING IS NOT PERMITTED** on school property.

Visitors are not permitted to take photos of children while visiting school property during school hours. Families and students who participate in after-school activities at the school, such as concerts, intramurals, or PTC Family Nights must be aware that other guests may be taking photos and may choose to post those photos on electronic media or social networking sites. The school district is not responsible for photos posted on the internet by private parties.

Sex Offender Registry

The Illinois State Police hosts a website that houses the names, addresses and other information on registered sex offenders. Please consider this formal notification that this information is available to monitor the location of sex offenders in Peru or any location in Illinois. The Illinois State Police website is www.isp.state.il.us/sor. A second website with similar information is www.familywatchdog.us. **(PA94-994)**

Parents, guardians, or other adults who are registered sex offenders must notify the school office and get permission granted from the building principal when they want to attend school district functions during the school day and after school hours.

Sex Education Exemption

Parents of Parkside School students may submit a written request to exempt their son or daughter from sex education and/or AIDS education.

Skateboards

Skateboards are not allowed on school property. They should not be brought to school even if carried, as adequate locker storage is not available.

Student ID Cards

Each student is required to wear his or her Parkside ID during the school day. The student ID must be worn on a lanyard so it is **VISIBLE**. ID card pictures and information cannot be altered by the students. Any student not in possession of their ID must obtain a Day Pass from the Principal's office. Consequences for students failing to have their student ID's or defacing

their ID's will be progressive in nature and will be assigned by administration. They may include parent contacts; lunch, office, or Saturday detentions, or loss of recess. Cards are issued to students and staff at the beginning of each school year. Replacement card fees are as follows: \$1.00 for the first replacement, \$3.00 for the second replacement and \$5.00 for the third and following replacements.

Substitutes

When a substitute teacher is present, students will continue with school work and activities in the same manner expected when the regular classroom teacher is present. Students sent to the office by a substitute teacher will be disciplined by the administration or a designee in their absence.

Supervision

Students should NOT be on school property before the designated supervision times for each building (see Building Schedules p. 7-9) without specific permission. After school, supervision ends when all buses have departed and most students have left campus. Remaining students will be brought to the principal's office and must be picked up there.

Technology

Computers and Electronic Devices: The use of the district computers, printers, software, and related equipment is a privilege, not a right. It is the student's responsibility to treat this equipment with care and to report instances of misuse. Every student and their parent must read and sign an Acceptable Use Policy (AUP) before using the internet or computers. Efforts are made to avoid access to inappropriate internet sites through filtering, but students are ultimately responsible for the sites they access. Students violating the AUP are subject to loss of privileges and disciplinary action.

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

Electronic devices should not be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images. **The school district is not responsible for the loss, theft or damage to any electronic device brought to school.**

Email: For grades K-8, students receive a school-issued Google email account which shall be used only for appropriate school-related assignments and activities. At Northview School, students must have permission to send any email and must only be used under direct supervision. Violating this policy may result in disciplinary action and a loss of privilege. (See AUP)

Passwords and Social Networking: School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cell Phones/Electronic Devices

Use of cell phones and or other personal electronic devices is prohibited while riding the school bus and when in the building or on school grounds during regular school hours. Students with such devices must have them off and in their backpacks or lockers. Using cell phones, smartwatches, or other electronic devices to text, call, take photos or video, post or upload pictures/messages, or otherwise communicate while on school property without direct and specific permission from a staff member is prohibited. Students violating this policy will be referred to administration for possible disciplinary action. The school assumes NO responsibility for any items lost or stolen. (BP 7:190) **REMINDER: It is against the law to use cell phones in a school zone. (Public Act 096-0131)**

Telephone Calls

Students with valid cause may use the office phone when they have teacher and office permission. Those with excessive requests may be denied or limited. All calls must be logged by name, date, phone number and purpose for calling. Personal cell phones may NOT be used during school hours.

Testing

State and district requirements mandate that students be given achievement tests throughout their school career. Fastbridge assessment is administered three times per year (fall, winter and spring) to students in grades K-8. The required state assessment, IAR (Illinois Assessment of Readiness) is administered in the spring to students in grades 3-8. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Testing serves as a means to study and evaluate student progress and plan for curricular improvements. Results will be sent to parents as they become available.

Textbooks/Supplies

Peru Elementary District furnishes texts to students on a fee basis, and all texts remain the property of the district. If a book is lost or destroyed, the student shall pay a replacement cost of \$35. Damage from misuse, deliberate marking, tearing or defacing of books (including library books) is just cause for fines to be assessed. Students are responsible for books and texts, and they must return the exact book issued to them.

All students, except for preschool, are responsible for providing their own supplies. Grade level supply lists are provided at registration and are available on the district website.

Toys, Trading/Selling, and Games at school

Students are not allowed to bring any toys, games, trading cards, etc. to school, unless permission is granted by the teacher for a special classroom activity. If these items are brought to school, the school is not responsible for lost, stolen, or traded items. Additionally, students are not permitted to sell or trade items (gum, PBIS raider tickets, candy, etc) on school premises.

Treats

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats must be store bought and factory prepackaged in individual servings. Baked goods from home or from a bakery are not allowed. No items requiring refrigeration will be accepted. All treats must have a clearly printed list of ingredients on the packaging and may not contain peanuts or peanut products. We strongly encourage treats or snacks with nutritional value. No treat bags are allowed to be sent to school with children for birthday treats or any holiday parties. Birthday treats are to be one snack item and one drink item at the most.

Northview students will receive a separate notice regarding Birthday Treats, Snacks, and Classroom Parties with further information included.

Video/Audio Monitoring

A monitoring system may be in use in public areas of the school building and on school buses. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape, videotape or digitally, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel. To protect the privacy of all students and staff, these recordings will not be provided for parental review.

Water Bottles

At Northview: Students are allowed to bring water bottles or other beverage containers into class. Teachers may give specific directions on where to keep the water bottles (example: in lockers, in the hallway by book bag, on a back counter in the classroom, etc.).

Water is the only beverage allowed. Drinking fountains are available for student use in each academic hallway during passing periods. Bottles must be shatter proof.

At Parkside: Students are not allowed to bring water bottles or other beverage containers into class. Drinking fountains are available for student use in each academic hallway and the gymnasium during passing periods. Water bottles may be brought for cold lunch and for extracurricular activities after school and need to remain in lunch box/sports bags during the school day. No glass bottles are allowed on the school premises.

Website

School information is available on our website at www.perued.net. Please check out the website for calendar dates, newsletters, school supply lists and up-to-date information.

Health and Wellness

The district employs a full-time nurse and health aide for the safety and well-being of students. The district nurse, Kim Lamps, and the district health aide, Tara Wright, split their time between Northview and Parkside Schools. They can be reached at 815-223-1111 or by email at klamps@perued.net or twright@perued.net. The nurse's website is accessible through the Health Services Link under the Parent Resources section at www.perued.net. If your child has a medical condition, communicable or infectious disease, or allergies the school personnel should be aware of, please communicate with the school nurse so we can notify and prepare our staff.

504 Plans: Students with disabilities, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Accidents

All accidents which result in injury at school must be reported to a teacher, the principal's office, or the school nurse immediately so that an accident report can be completed. Under no circumstances should a student leave the building because of injury unless leaving with the parent or his/her designee. In most cases, parents will be notified by the nurse or the principal's office when their student is injured.

Asthma

Updates to Illinois law now require students with a diagnosis of asthma to submit an asthma action plan to their child's school. This action plan outlines how the school responds to the child's asthma attacks. Parents are encouraged to discuss this with their healthcare provider and complete an asthma action plan with the assistance of their healthcare provider. Asthma action plans should be submitted to the school nurse and will be kept on file in the nurse's office. If you or your provider deem your child is able to self-administer his/her asthma inhaler, the Parental Authorization for Self-Administration of an Inhaler form will need to be completed and kept on file in the nurse's office.

Bed Bug Policy

Bed bugs are brought into buildings on personal belongings such as coats and backpacks. Anyone can bring in bed bugs on their belongings, and they have not been found to transmit disease to humans. When a bed bug case is reported or suspected, the school office personnel will notify the school nurse/other designated staff to examine the student of concern. The student will be discreetly taken to the school nurse for inspection of their clothing and belongings. If a potential bed bug is found, it will be placed in a sealed bag and provided to custodial staff for further determination and identification by the school pesticide contractor. Parents will be notified, and the student will be returned to the classroom. Any items of siblings at the school will also be examined. The student's belongings will be kept in tight sealing containers or plastic bags to reduce the chance of bed bugs spreading while the problem is being resolved. Furthermore, a bed bug instruction sheet will be sent home with the parent. Every effort will be made to maintain the student's privacy and dignity.

Concussion and Head Injury Policy

Students 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 exhibits signs, symptoms, or behaviors consistent with a concussion during physical activity, extracurricular practices or games will be removed from participation. A student who was removed 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. (BP 7:305)

Diabetes Care Act

In accordance with the Care of Students with Diabetes Act, parents are required to provide Peru School District 124 with a Diabetes Care Plan signed by the parents and their child's health care provider. 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 in the diabetes care plan 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.

Food Allergies

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

Head Lice Policy

The goal of Peru Elementary School District is to keep students in the classroom as long as medically safe. We follow the guidelines of the American Academy of Pediatrics, the CDC and LaSalle County School Health Services. Head lice cannot fly or jump, and do not transmit disease or illness. Research has shown that transmission in schools is extremely rare. Prolonged direct head-to-head contact or sharing of personal items (hats, combs, pillows, etc.) is typical for transmission. Parents should regularly check their child's head for evidence of head lice, and if discovered, should notify the school, and use a prescribed product to treat them, not a home remedy. Students suspected of having head lice will be sent to the office for evaluation by the nurse or designee and the subsequent steps will be followed:

1. A thorough inspection for live lice and nits will be completed.
2. If live (crawling) lice are noted, the parent/guardian will be notified immediately by phone. Parents may pick up the student at that time to begin treatment or they can go home at the end of the day.
3. Once appropriate treatment has been started with a product specifically made to treat lice, and hair has been mechanically combed to remove lice and the majority of nits (eggs), your child should return to school.
4. Children who have had head lice are escorted to school by a parent/guardian to be rescreened before they are allowed back into class. If live lice are still present upon examination for reentry, the child will be sent home at that time for thorough removal. Children who have had head lice will be automatically rescreened in 7-10 days for the return of head lice.
5. To prevent reinfestation your child should be retreated in 7-10 days.
6. Any child found to have recurrent or untreated head lice or excessive nits (eggs) may be excluded from the classroom until treatment is complete.
7. Any child found to have recurrent or chronic head lice will work with the school nurse and administration to develop an appropriate course of treatment and educational plan.

Infection Control

The following infection control measures are to be followed in order to reduce the likelihood of the spread of skin infections: All skin infections (including any poison ivy, oak, or sumac) or any open wounds must be covered with a clean, dry dressing or bandage to contain the drainage. Keeping the wound covered will help control the spread of potentially infectious drainage to others and can also protect the student with the wound from further infection while at school. (Guidelines from IDPH)

Medication Policy

Any medication (including over-the-counter cold medications, Ibuprofen, Tylenol or prescription antibiotics or cough drops/throat lozenges) required by a student during the school day must be administered by a parent or adult designee unless a doctor's order is on file with the district nurse. The nurse or designee will distribute medications during the school day to those students with a doctor's order on file. In order for students to receive their medication in an efficient manner, the following guidelines must be followed:

1. **ALL MEDICATION IS TO BE TRANSPORTED TO AND FROM SCHOOL BY AN ADULT.** No student is to transport or have medications in his/her possession.
2. Before any medication can be given at school, a Medication Authorization Form must be completed and signed by a prescribing physician and a parent/guardian; this includes prescription and over-the-counter medications (including ibuprofen, acetaminophen and cough drops/throat lozenges).
3. Prescription medications are to be in the original container with the student's name, medication name, dosage, physician's name and pharmacy name.
4. Over-the-counter medication must be in the original container with the student's name written on the container. All medications shall be stored in an appropriate locked cabinet.
5. Students in K-8th grade will be addressed on a case-by-case basis to determine if they meet conditions for self-administration of inhalers.
6. All medication forms must be renewed at the beginning of each school year.
7. Short-term antibiotics prescribed to be given three times a day or less should be given at home. Example: a medication ordered three times a day should be given at home before school, after school and before bed. This allows for the doses to be spread out over the longest time period possible when the child is awake.
8. Students are generally not allowed to self-medicate. Exceptions to this may include students needing asthma medications, or epi pens for allergic reactions to bee stings and/or food allergies. A Self Administration Form will need to be filled out by the parent and a copy of the prescription label will be kept in the nurse's office.
9. The parent or guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medications left at the end of the school year will be disposed of properly by the school.

Other Health Emergency

When should I keep my child home because of illness?

When your child complains of being sick and has symptoms like sore throat, head cold, diarrhea, vomiting or a fever of 100.0° F or greater in the last 24 hours, he/she should stay home. Keeping your child home when sick will permit him/her recovery time and reduce the spread of illness to others. Please call and inform the school when your child is absent due to illness.

Your child is too ill to attend school if:

1. He/she has had vomiting or diarrhea within the last 24 hours.
2. He/she has a temperature of 100.0° F now or in the past 24 hours.

The student may return once the symptoms have ceased and has been fever free for 24 hours without the use of fever-reducing, over-the-counter medications such as acetaminophen (Tylenol) or ibuprofen (Advil/Motrin). If your child has had a fever the evening or the night before, do not send him/her back to school in the morning, even if the temperature is down upon waking up. Children need to be symptom free of diarrhea and/or vomiting for 24 hours before returning to school. Your child is well enough to return to school when he/she can tolerate normal activity and a normal diet.

Criteria for the nurse to send a student home includes but is not limited to: witnessed vomiting, diarrhea, temperature of 100.0° F or greater, or nurse discretion. After the nurse or office staff contact you regarding symptoms, we appreciate your cooperation by coming to get your student within a reasonable time. We do not want sick children to stay at school or healthy children to be exposed to children who may be contagious.

Pregnancy

The school will work in partnership with a pregnant student and her family to continue her education until her doctor advises her to remain at home. The social worker will assist by suggesting appropriate agencies for counseling and physical care and will make accommodations if home-schooling is deemed necessary for the student. Following the birth of her baby, the

student may return to school as soon as she is able, and the social worker and administration will coordinate arrangements for the student's success plan upon returning to school.

Seizure Smart Care Act:

Effective July 1, 2020, the Seizure Smart School Act requires the development of a Seizure Action 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 (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.

Suicide 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 school district, and additional resources can be provided by the social worker upon request. The National Suicide Prevention Lifeline is a United States-based suicide prevention network of over 160 crisis centers that provides 24/7 service via a toll-free hotline with the number 1-800-273-8255. It is available to anyone in suicidal crisis or emotional distress.

Vision and Hearing Screenings

Hearing screenings will be done annually for all school age children who are in PreK through 3rd grade. Vision screenings will be done annually for all school age children who are in grades PreK, K, 2, and 8. Hearing and vision screenings are conducted for any special education students, teacher referrals, and/or transfer students. In lieu of the screening services a completed and signed report form, indicating that the child has had a hearing or vision test by a physician, audiologist, or a licensed optometrist within the previous 12 months is acceptable. A parent or legal guardian of a student may object to hearing and vision screenings on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority. General philosophical or moral reluctance to allow hearing and vision screenings will not provide a sufficient basis for an exception to statutory requirements.

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 copyrights 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; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; 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, 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, and or 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

Permanent Record

The student's permanent record includes a copy of the certified birth certificate, report cards, attendance record, dates of enrollment, health records and accident reports, and record of release of permanent record information. It also includes basic identifying information including student and parent's names and address, telephone numbers, birthdate, birthplace, gender, and previous schools attended.

Temporary Record

A student's temporary record will be maintained by the district for five years. Temporary records include achievement test scores, school ability index scores, discipline records, special education information, and all other information not included in the permanent record.

Maintenance of Records

Parents desiring to review records may submit a written request to the principal. A review shall be in the presence of the school principal or principal's designee. Student records may be made available, without parent permission, to certain state and local officials who are a part of a juvenile justice system established by state law. The disclosure must relate to the system's ability to effectively serve, prior to adjudication. (105ILCS 5/10-20.14). Schools are not required to notify parents or students of the existence of a subpoena for student records. (IL School Student Records Act, Section 6, 105 ILCS 10/6) Parents may have copies of any portion of the records at \$.10 per copy.

Transfer of Student Records

The school will send an unofficial record of student grades, a copy of the student's Illinois school physical, and a Student in Good Standing form with the student at the time of withdrawal, upon request. A copy of all student permanent records will

be sent when we are provided with the name and address of the receiving school and a request for records is received from this school. A parent may not challenge grades which are on the permanent record and may not challenge any references to expulsion or out of school suspension, if the challenge is not made until the time the student's school records are forwarded to another school to which the student is transferring.

The Family Education Rights and Privacy Act

FERPA affords parents and students over age 18 ("eligible students") the following rights with respect to the student's education records:

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. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify them of the decision and advise them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, or medical consultant); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave SW, Washington, DC 20202-4605.

Safety

Building Security

School safety is a top priority for the Peru School District. In order to provide the best safety and security for students and staff, building access will be restricted and all doors will remain locked when students are in session. The building will remain locked after school unless an event is scheduled. Visitors who pass beyond the office while students are present will be required to provide a driver's license or state ID. Raptor, a web-based security system, will be used to conduct an instant screening of all visitors and volunteers using this identification. Raptor will electronically check against a registered sexual offender database, produce a badge with your photo, and will provide date and time tracking data on visitors and volunteers. Visitors should return to the office before leaving the building to pick up their identification card.

The Blue Point rapid emergency notification and response system was installed at Northview and Parkside Schools. The new system provides faster coordination between school personnel and local law enforcement and emergency responders during critical situations. The technology is designed to improve alert and notification capabilities with multiple "Police" and "Medical" pull stations located throughout each building as well as multiple mobile pendants utilized by staff. The faster authorities are alerted and students and staff notified, the better we are able to respond during crisis situations.

Emergency/Safety Drills

Safety drills will occur at times established by the building principal. 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 (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown (Blue Point Activation) drill to address a school shooting/eminent threat incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. 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. All other drills will not be preceded by a warning to students. (BP 4:170)

Reciprocal Reporting Act

Illinois statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement and the Illinois State Police within one-three days of the incident. (105 ILCS-5/10-27.1B; 5/27.1A; 5/34-8.05; 5/10-21.7)

PA 88-376 addresses procedures for violence and criminal activities in school.

1. Each school district shall designate a person to communicate with local law enforcement.
2. The school and law enforcement designees will meet as needed to share information.
3. The school designee will report all activities occurring on school property, off school grounds, or against school personnel.
4. The State's Attorney will provide the school with a copy of the delinquency dispositional order involving weapons offenses.
5. Local law enforcement will notify school designee of all arrests related to but not limited to weapons, criminal gang activity, or drugs. Notice of all convictions will be made if the record involved a student who is arrested after his or her 17th birthday.

Reporting an Incident

The safety and security of our students and staff remains a top priority. As such, we strongly encourage anyone with information to report a potential incident involving the safety, security or welfare of our students, staff or property (confirmed or not) to the administration or a staff member as soon as possible. This can be done in person, by phone, mail, email, or in writing.

School Cancellations

When school is canceled due to bad weather or other emergencies, information will be sent out via text and/or phone as soon as possible using the Common Goal Enhanced Parent Communication system. Information will also be posted on the district website and Facebook, and local radio stations will be contacted. Phoning the school for cancellation information is discouraged.

Search and Seizure

To maintain order and security in school, school officials are authorized to conduct reasonable searches of school property and equipment (such as lockers or desks). Searches may be conducted without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas, or in their personal effects left there.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, book bags, lunch boxes, etc.) when there is reasonable suspicion that the search will produce evidence that the student has violated the law or is in violation of the student handbook (BP 7:140). School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates school or district policies. In the course of the investigation, the student may be asked to share content that is reported in order for the school to make a factual determination.

The administration may request the assistance of law enforcement officials to conduct inspections and searches of these spaces for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated either school policies or the law, evidence may be seized and impounded by school authorities, disciplinary action may be taken and, when appropriate, evidence may be transferred to law enforcement.

INSTRUCTIONAL INFORMATION

Educational Opportunities

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 concerns 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 participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student. (Board Policy 6:260)

Northview Curriculum

Kindergarten through 4th grade elementary school curricula stress reading, language arts, math, science, social studies, art, music, and physical education. Each grade level will have specific curricular information available at the Fall Open House. Technology experiences are integrated in many of the learning activities at all grade levels. Students access computers in classrooms.

Parkside Trimester Course Offerings

Grade 5: Core Courses: Language Arts, Literature, Math, Social Studies, Science

Expo Courses: REQUIRED: PE, Health; OTHERS: Art, Music, Math Intervention, Reading Intervention.

Grade 6: Core Courses: Language Arts, Literature, Math, Social Studies, Science

Expo Courses: REQUIRED: PE; OTHERS: Art, Music, Health, Math Intervention, Reading Intervention.

Grade 7: Core Courses: Language Arts/Literature Block, Math, Social Studies, Science

Expo Courses: REQUIRED: PE, STEM; OTHERS: Art, Sculpture, Music, Media Arts, Financial Literacy, Math Intervention, Reading Intervention.

Grade 8: Core Courses: Language Arts/Literature Block, Math or Algebra, US History, Science

Expo Courses: REQUIRED: PE, STEM; OTHERS: Art, Sculpture, Stagecraft, Math Intervention, Reading Intervention, Media Literacy

Parkside Program and Course Descriptions

Algebra: An advanced math course offered to qualifying students. Qualifying criteria include math scores on IAR and Fastbridge assessments, 7th grade math grades and teacher recommendation. Algebra is offered at LPHS and St. Bede and will be taught by a high school instructor. Transportation is available if needed. Parents will be responsible for any fees charged. Students will earn high school Algebra credit if they meet the established grade requirement of 70% (C-).

Honors: Students in 6th and 7th grade will be reviewed for placement in Honors Math and Language Arts/Literature each spring, using a variety of assessments and teacher evaluations. Those who qualify for Honors courses will be exposed to an accelerated curriculum the following year. They will generally work at a faster pace than students in other classes and will investigate topics for deeper understanding, emphasizing critical thinking and problem-solving.

Art: A trimester course offered at each grade level based on the elements and principles of art. The students will focus on the process of building their artistic behavior through specific arts standards: creating, presenting, responding, and connecting.

Band and Choir: Any student may enroll in Band or Choir regardless of musical proficiency. A two-week trial is permitted at the start of the year only, though students may also join or drop prior to the start of any trimester. Rehearsals are held during

study hall, and grades will be earned. Attendance at all lessons, rehearsals, and performances is mandatory. Students must be passing all core courses to be eligible to participate. The director should be notified in writing to drop band at the end of any trimester. Failure to do so could result in a failing grade. No audition is required to join band or choir, but students may elect to audition for the elite touring groups: Jazz Band and Singing Raiders.

Financial Literacy: This seventh-grade financial literacy class introduces students to the fundamentals of budgeting, helping them understand how to track income and expenses. Students explore practical money management skills using age-appropriate apps and tools to simulate real-world financial decisions. The course emphasizes responsible spending, saving, and goal setting to build strong financial habits early. By the end of the class, students gain confidence in making informed choices about money and understanding their financial responsibilities.

Health: A REQUIRED trimester course for 5th and/or 6th grade which helps students understand that good health habits can improve school performance, friendships, physical appearance, and overall self-confidence. The importance of avoiding risky behaviors and guidelines on how to do so will be discussed.

Math Intervention: A full-year course offered to 5th through 8th grade students which focuses on building foundational math skills to help support academic performance in students' core math class.

Media Arts: A 7th grade trimester course which involves mixing different creative mediums to create work that incorporates two or more art forms. In this course, students will learn to use a variety of traditional and non-traditional materials to create 2-d and 3-d works of art. Students will also learn about historically significant and contemporary mixed media artists and their work.

Physical Education is mandated daily by ILCS, Article 5/27-5. 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 (BP 7:260). Eighth grade students only will also receive instruction to have a better understanding of relationships and dating, sex education, parenting responsibilities, and consumer science.

The following rules apply to daily Physical Education at Parkside:

1. Students must wear a required uniform which should be laundered weekly, and failure to comply will result in a grade deduction and possible disciplinary consequences.
2. A parent may excuse students from PE for up to three days with a written note.
3. Students must use a school issued lock and all valuables should be secured in their locker.
4. All injuries must be reported to the teacher immediately.
5. Adequate care should be taken by students who wear glasses to avoid damage.
6. Chewing gum is NOT allowed in PE.

Reading Support Social Studies: A full-year course offered to 5th through 8th grade students which focuses on building foundational reading skills through the use of grade social studies content. Grade level social studies curricula will be taught while reading strategies are reinforced to give students real subject application. Additionally, Reading Plus Intervention will be utilized to help support academic performance in students' core literature and language arts courses.

Sculpture: A trimester course offered to 8th grade students that focuses on learning various tools and techniques to create 3-dimensional art works with papier mache, clay, wire, and other various sculpture building materials. Students will apply the knowledge of the elements of principles of design to create functional and nonfunctional sculptures. Additionally, students will learn about important movements in art history and of important artists that contributed to them.

Stagecraft: An 8th grade trimester course designed to help students become more comfortable, expressive, creative, and articulate when presenting in front of people. Students will learn and engage in public speaking, theatrical performance, debate, literature reading, and improvisation activities.

Spanish: A trimester course offered to students to take once during their 7th and/or 8th grade year. It is designed to introduce students to Spanish culture, vocabulary, and grammatical structures through active participation in reading, writing, speaking, and listening activities.

STEM: A REQUIRED trimester course for 7th and 8th grade, but also offered at 5th and 6th grade which consists of a modular curriculum program emphasizing Science, Technology, Engineering, and Math. Each of 15 modules engages students through the use of computer-assisted learning. Content is delivered through zSpace, video segments and hands-on activities. Topics include Electronics, 3-D Printing, Video Production, Home and Fashion Design, Drones, Robots, and more.

Media Literacy: The purpose of this course is to help students become confident learners in the digital world. Students will investigate how to evaluate sources, understand bias, become fact-checkers, analyze digital media and much more. They will also explore the importance of Digital Citizenship and the twelve 21st Century Skills.

Special Programs and Services

Special Education: Peru Elementary School District belongs to LaSalle County Educational Alliance for Special Education. Comprehensive special education programs and services are currently available within our local district or within the other districts of the LEASE special education joint agreement. Services are available for all types of disabilities and/or exceptionalities. Within the LEASE 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 or other health impairments; speech/language impairments; deficits in the essential learning process of perception, conceptualization, memory, attention or motor control; deficits in intellectual development and mental capacity; emotional/behavioral disorders; traumatic brain injury or autism which restricts educational functioning. Notification of intent must be in writing, signed by the person initiating the request, and dated. The written request should be sent to Kimberly Strube, Director of Student Support Services.

Notification of the intent to initiate a case study or to provide district special education services is required for any child being considered for such services.

As a parent you have the right to obtain related service logs of all related services provided to your child as part of his or her IEP. These logs will be available to the parent annually as part of the IEP process but are always available upon request. Please contact the district psychologist, Emma Reidesel, if you would like to request a copy of related service logs for your child.

Medicaid Data Release (Special Education Students Only): If a child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services. The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing to: Kimberly Strube, Director of Student Support Services, 1800 Church Street, Peru, IL 61354.

Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP. This program has **no impact** on current or future Medicaid benefits for you, the student, or your family. Under federal law, your decision to participate in this program CANNOT:

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

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

Additional Parent Resources For Parents of Students With Disabilities:

Achieve A Better Life Experience (ABLE)

Program Overview: ABLE is a low-cost, tax-free way for eligible people with disabilities and their families to save and invest money to pay for expenses related to living with a disability.

Expanded Eligibility: As of January 1, 2026 the eligibility age threshold has increased from 26 to 46, allowing those who acquired a disability before age 46 to open an account.

Benefit Protection: Clear information that assets in an ABLE account (up to \$100,000 for SSI recipients) do not jeopardize federal means-tested benefits like SSI or Medicaid.

Enrollment information/Contact information: illinoisable.com or (888) 609-8683.

Prioritization of Urgency of Need for Services (PUNS)

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual or developmental disabilities who are potentially in need of services. Individuals are selected for services as funding becomes available.

Registration to be included on the PUNS database is the first step toward receiving developmental services in this State. For more information, see the Illinois Department of Human Services PUNS information page at:

<https://www.dhs.state.il.us/page.aspx?item=41131>

Speech and Language Screening: All students enrolled in kindergarten for the first time are required to have a speech and language screening. Students identified through the screening process will be referred for a case study evaluation to determine any specific need for special educational services. Speech and language therapy services are provided by the district for those students who qualify after being screened and identified by the Speech Pathologist. Parents or guardians of students who are referred by school district personnel will be notified by the Speech Pathologist and asked to sign consent for screening. Questions regarding service availability should be directed to the district psychologist.

Title I Services

Peru Elementary School District continues to provide Title I services to students residing in the district. Students from both the public and parochial schools may participate. Services are currently provided for students in Kindergarten through grade 8. *Students are serviced at both Northview and Parkside buildings. Students from Peru Catholic who participate in Title I services do so at their home school and are monitored in conjunction with the two schools to ensure services provided use comparable methodology.*

Records and proposals for the Title I Program are housed at each individual school in the principal's office. The Title I instructors are responsible for maintaining proper records on each of the students serviced. In accordance to requirements for the Title I, Peru Schools maintains the program as targeted assistance for students identified as needing additional assistance in the area of reading.

The Title I instructors may conduct pre- and post-assessments for all students enrolled in the program. This task is performed in order to gather data indicating the student progress realized, due in part, to his/her participation in Title I programming. In addition, there is continual communication with the regular classroom teachers in order to provide appropriate support for the primary programming within the district.

Assurances

Peru's Title I Project has been designed and implemented in accordance to all requirements. The programming for Peru Elementary Schools is coordinated by the Title I instructors and director. Additionally, the instructors consult with the regular classroom teachers on a consistent basis in order to insure a coordinated effort exists between the two programs.

Comparability of Services

The required comparability documents are housed at Parkside in the District Office. These documents include: comparability report, the district wide salary schedule, board policy on salary, and material equivalence among schools. Peru Elementary Schools pays its Title I instructors according to his/her position on the negotiated salary schedule. At this time, Peru only has one school per grade span so comparability is not a factor.

Allowable Costs Requirement

Information pertaining to allowable costs is housed at Parkside in the District Office. Documents may include the following: class schedules, purchase orders, teachers' schedules, excess program cost calculations, and teacher contracts.

Needs Assessment

Peru Elementary Schools completes a Title I needs assessment during the spring of each school year. This survey is based primarily on student performance within the classroom and standardized test scores when available. In the primary grades Fountas and Pinnell Benchmarking will be utilized as part of the student assessment in the spring of each year. Student performance on the Fastbridge assessment (NWEA's Measure of Academic Progress) will be a primary tool for identification for students in grades 1 through 8. Additionally, information from parent surveys and teacher surveys is considered valuable screening information. All information necessary for completing the needs assessment report is housed at each school.

Parents Right-To-Know

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Peru Elementary School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Student Selection Criteria

Student selection may be based on any or all of the following multiple criteria: student characteristics, current student data, previous participation in Title programming, and other additional pertinent information such as teacher recommendation or standardized test scores. Copies or samples of these documents are housed at the appropriate school.

With children in Kindergarten, preschool screening data and/or previous preschool evaluation material may aid in the student selection process. In grades K through 8, special attention may/will be given to teacher referrals in conjunction with student performance on Fountas and Pinnell, classroom assessments, and FastBridge scores of the student recommended for services. Teacher referrals and behavioral characteristics may be utilized as criteria for student inclusion in Title I programming when no test scores are available.

Parental Involvement

In conjunction with the Title I programming, Peru Elementary Schools has the expectation of parental involvement and support for the instruction provided. Attendance at parent meetings, individual conferences, notes, phone contacts, aiding students in completing homework and class assignments and providing quiet time at home for studies are examples of some of the ways in which Peru personnel count on parents for support in their efforts. Peru staff will put forth consistent effort to foster meaningful communication between home and school. Parents are expected to participate in their child's education. This Handbook acts as a guide and a resource for both parents and teachers.

Appropriate parent meetings will be scheduled at least twice a year to inform and educate parents about the Title I program and its guidelines. Additionally, parents will be informed of children's progress through written trimester reports, conferences with teachers, and phone conversations. Copies of students' records of performance will be housed at the appropriate school.

Copies of newsletters, newspaper articles, and other data disseminating information will be provided to encourage parental awareness of the Title I program. Copies of these will be housed at each school. Peru administration will oversee the parental component of the Title I program as it is carried out by the instructors. If the need arises, copies of all Title I reports and articles will be provided in an alternate language. (i.e. Spanish).

Assessment surveys will provide feedback regarding the progress and success of the Title I program from both parent and teachers. Sample copies and reports of the surveys conducted will be housed at each school.

Program Improvement and Evaluation

Local evaluation of Title I programming is an ongoing process. The Title I instructors may conduct pre- and post- test assessments on individual students. (Most often student progress is measured from the beginning of the year to the end of the year.) The assessment/evaluation of Title I students in Kindergarten will be a combination of observations, local benchmarking using the Fountas and Pinnell Assessment, and students' knowledge of letters and sounds on Fastbridge. The Title I teachers are also responsible for gathering all information pertinent to effective evaluation of student progress while enrolled in the program. Instruments such as Fastbridge and Fountas and Pinnell will assist in assessing decoding skills, fluency, and comprehension.

In addition, the sustained effects study on student progress is ongoing, providing further information pertaining to continued improvement activities within the Peru Elementary School District.

Fastbridge (which assesses letter naming fluency, letter sound fluency), Fastbridge will be administered up to three times a year in grades K through 8. Fountas and Pinnell Benchmarking is used at grades K-1 for letter and sound ID. The Fountas and Pinnell text leveling system is also used at grades K-4 for students reading comprehension and fluency. The FastBridge assessment will be given to students two times per year in grades K-8. Students are assessed in Math and Language Arts using the FastBridge assessment.

Program Quality

Peru Elementary School District makes every effort to provide documentation of the quality of this Title I program. Examples of this documentation may include any of the following:

1. Journal of minutes for planning meetings with teachers, parents, and administration are kept and housed in individual buildings.
2. Notes and records from conferences attended by those associated with Title I Program will be kept and housed in the instructor's classrooms.
3. Desired outcomes as outlined on the Title I application under program goals and objectives represent broad in the teacher's lesson plans.
4. Title I instructors maintain individual student progress folders which are housed in the Title I classrooms. Additional evidence of students' progress toward achieving desired outcomes may be reflected in regular classroom progress reports and quarterly report cards.
5. Spring referrals are filled out by teachers in order to identify potential students for the coming school year

Academic Policy and Procedures

Grading Scale

Preschool- 3rd grade uses a skills-based report card. Grades 4th -8th use the following grading scale ranges:

A+	100-97	B+	89-87	C+	79-77	D+	69-67
A	96-93	B	86-83	C	76-73	D	66-63
A-	92-90	B-	82-80	C-	72-70	D-	62-60
						F	59 and below

*Northview Specials (Music, Art and PE) will use Satisfactory or Unsatisfactory

4 Point Scale (Parkside)

A+	4.0	B+	3.4	C+	2.6	D+	1.6
A	3.8	B	3.2	C	2.3	D	1.3
A-	3.6	B-	3.0	C-	2.0	D-	1.0
						F	0.0

Absence: It is the responsibility of the student or parent to obtain all make-up work. Parents may request and pick up homework in the office between 3:00-4:30 p.m. on the day of the absence. Students have the same number of days to make up work as they missed from school. If a student's absence is excused or if a student is suspended from school, he or she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Late work – Grades 1-4 only: If late work occurs frequently, the student may be assigned to attend Project Success until homework is completed. If students have missing homework, a minor may be given. If late work becomes chronic, the teacher will be in contact with the parents to discuss their concerns.

Progress Reports

Report cards are issued three times during the year at 12-week intervals. Midterm reports are sent home every six weeks. Parent grade access is available online at www.perued.net for grades 4-8. Look for the PARENT GRADE ACCESS link and use the user name and password information given at the beginning of the year.

Trimester Grading Procedure (Parkside)

Trimester grades will be based on 60% Assessment and 40% Practice/Homework for 5th and 6th grade and 70% Assessments and 30% Practice/Homework for 7th and 8th grade in all core classes. In addition, there should be a minimum of 6 assessments per trimester and per core class. We believe this is the most accurate way to reflect what each student knows and can do. When appropriate, rubrics (a guide listing specific criteria for scoring) will be given to clarify expectations. Assessments include not only tests, presentations, quizzes and projects, but also smaller assignments such as (but not limited to) quick checks, lab reports, exit slips, and other types of independent in-class work. Practice/Homework may include (but not limited to) daily assignments completed outside of class, as well as class participation, discussion, and journals. The teacher will make the final determination whether each assignment is an assessment or practice and this will be indicated in the gradebook.

Calculating Grade Point Average (GPA)

Core courses are worth full credit and expo courses ½ credit. GPA can be calculated by adding together the numerical equivalents of each letter grade earned and dividing by 6 (5 core + 2 half credit expos). For example: grades of B+, A, A-, B, C+ in core classes $\text{€ } 3.4+4.0+3.7+3.1+2.5=16.7$ and grades of A, B in expo courses $\text{€ } 4.0+3.1=7.1 \times \frac{1}{2} \text{ credit} = 3.55$. Add the 16.7 from core and 3.55 from expo = 20.25 divided by 6 = 3.375 GPA.

Grades Online

Student progress may be monitored online via a link labeled PARENT GRADE ACCESS on the district website at www.perued.net. Once an email address is provided a confidential user ID and Password will be generated to allow access. The current overall grade, as well as individual tests and assignments may be viewed. Please allow up to three days for grades to be posted after an assignment is due.

Grade/Progress Reports

School report cards will be issued to students on a trimester (12-week) basis. At the mid-point of each trimester, Progress Reports will be mailed home only to those families who do not have access to grades online and who request a written report. Trimester Report Cards are distributed at Parent/Teacher Conferences for Trimester 1, distributed to students for Trimester 2, and distributed to students on the final attendance day for Trimester 3.

Homework (BP 6:290)

The purpose of homework is to enrich the school experience, strengthen basic skills, and improve student study habits . Assignments should be recorded by students in their daily planner and can be found on the homework tab of the Parkside website.

Late and Missing Work Policy

Daily classwork and homework are critical to help students to master key concepts, and even one zero can significantly impact the overall grade. Students are expected to complete all work on time. If an assignment is late, 10% may be deducted from the grade. If an assignment is two days late, 20% may be deducted from the grade and the student will be required to attend an academic lunch or extended Friday until work is completed. Late work will be communicated to the academic lunch supervisor and the student will attend academic lunch daily until the assignment is completed. Grade level teachers/teams will contact parents/guardians to address chronic late work completion, as determined at grade level team meetings.

Make-Up Work

The office is open from 7:30AM-4:30PM and homework should be requested by 9:00AM. Requests may be left on the answering machine prior to 7:30AM. Teachers will gather assignments and they will be available in the office for pickup. Assignments may also be accessed on the Parkside tab of the district website under Homework. When an absence is excused, Students will have the same number of days to make up work and prepare for tests as were missed during an EXCUSED absence.

Medical Appointments/Short-term Absence: It is the student's responsibility to turn in and gather assignments for classes missed for doctor, dental and other short term appointments.

Unexcused Absence (including suspension): Work must be completed upon return to receive credit; make up for any missed tests must be immediately arranged by the student.

Academic Assistance Programs

Academically At-Risk Study Hall: Students who are failing two or more core classes at midterm or the end of a trimester, OR who are at-risk of failing any core course after the second trimester, will be automatically enrolled in AAR Study Hall. Parents will be notified in writing when this occurs. AAR provides students with additional supports during their regular study hall, such as: preferential seating, a daily list of assignments (homework hotline) and having each assignment initialed upon completion. Progress reports will be sent home with students every Friday. Students have two weeks to raise grades before consideration of re-entry into Band and Choir and must maintain passing grades for the remainder of the trimester.

Academic Lunch: Students with late work or missing work may be assigned Academic Lunch to complete these assignments for credit during their regularly scheduled lunch. Students will bring their lunch to a supervised room and will have access to necessary technology and curriculum materials. Parents will be notified when referrals to Academic Lunch become chronic. Students may be assigned to Friday Extended Day when they are regularly referred to Academic Lunch and continue to have late or missing work. Academic Lunch may be dependent upon availability of supervision.

Friday Extended Day: FED is a supervised after school academic program on Fridays from 1:55-3:05PM to provide a structured opportunity for students to complete missing assignments. Students with chronic late or missing work may be required to attend FED. Transportation is NOT provided by the district for FED.

Morning Lab: Students may report directly to room 146 before school any morning from 7:45-8:15AM to print, complete assignments, read or study for tests in a quiet supervised environment.

Project Success: Project Success is an after-school program to assist students in completing homework, organizing materials and studying for tests. Students will be recommended by their teachers for enrollment. The program meets Tuesday and Thursday until 4:05PM and transportation will be provided for all eligible bus students.

Teacher Homework Assistance: If a teacher has issued a morning pass, students may report directly to that teacher before school. If students have questions about homework but do not have a pass, they must first stop in the office to see if a teacher is available to assist them. Individual or group homework assistance after school can be requested by students and may be provided based on teacher availability.

HONORS

Trimester Honor Roll: Honor Roll – 3.2 to 3.79 GPA

High Honors – 3.8 GPA or above with no Ds or Fs

NOTE: *Honor Roll does NOT automatically qualify a student for Scholastic Honors at the end of the year. Please see the criteria to qualify for Scholastic Honors below.*

SCHOLASTIC HONORS (END OF THE YEAR HONOR)

Fifth, sixth, seventh and eighth grade students who maintain a cumulative GPA of 3.6 or better through midterm of the 3rd trimester will receive recognition for their outstanding scholastic achievement at the annual Honors Breakfast in May.

Eighth grade students who earn Scholastic Honors status every year in middle school will receive an additional award at the end-of- year awards assembly.

End of Year Awards: An all-school Awards Assembly will be held annually during the last week of school (typically on the morning of the graduation ceremony). Family members are invited and encouraged to attend. Awards followed by (EOY) will be presented at this assembly. Major awards (G) will be presented at the graduation ceremony.

Accelerated Reader (EOY) - Students are strongly encouraged to read independently and the Accelerated Reader program provides a structured platform to measure and monitor the quantity and quality of their reading. The top five readers in each grade level will be recognized, as well as students reaching the following milestones: (1) 500 points in one school year, (2) 1000 cumulative points, (3) 2000 cumulative points, (4) most points in 4 years. AR is not used as an assessment nor considered in a student's grade.

(Robert) Alpert Outstanding Athlete (EOY) - Mr. Alpert was a retired teacher and coach who celebrated great success during his tenure at Washington School. He was inducted into the athletic Hall of Fame at his alma mater Northwest Missouri State and at the Illinois Basketball Coaches Association. He was also a decorated Marine, serving in World War II. This award is selected by the 7th and 8th grade coaches and administration using the following criteria: (1) Outstanding Athlete, (2) Stand out in at least 2 sports, (3) Demonstrates strong Leadership and Sportsmanship, and (4) Maintains consistent Academic Eligibility.

Alpert Scholarship (EOY): established upon Mr. Alpert's death in 2014 to provide financial support for two outstanding Parkside graduates who attend LP High School. The scholarship covers the many fees and costs associated with academics and extra-curricular participation in high school. Criteria used for selection include exemplary citizenship, active participation in activities, above average academics, and financial need.

Perfect Attendance (EOY): recognizes students with NO ABSENCES (excused or unexcused) all year, and with no more than two unexcused tardies. Recipients will receive a certificate for Perfect Attendance.

(Brett) Barry Outstanding Artist (EOY): established in memory of a former student killed in an automobile accident at the age of 18, to recognize an outstanding 8th grade art student. Brett was an exceptionally talented artist who enjoyed oil painting and drawing. The recipient must have outstanding artist ability as well as good academic standing and character.

(Jay) Baznik Science (EOY): established in 2009 in memory of a long-time science teacher at Washington School. It is presented to a 7th grade student that excels in science as measured by a high science grade, an outstanding Science Fair project, a high standard of work in experiments, a positive attitude, above average advancement of knowledge in science and by showing cooperation by assisting other students in science as needed.

(Austin) Edwards (EOY): presented in memory of one of the Illinois Valley's most outstanding professional musicians. Mr. Edwards was a world-renowned composer and taught in the area for many years. The recipient is selected using the following criteria: (1) Must be an Outstanding Musician, (2) Must plan to continue Band in High School, and (3) Demonstrates Character, Initiative & Service to the Band.

(Michael) Izzo (EOY): established in memory of a former student who excelled in both Band and Choir to honor and recognize the 8th grader who best epitomizes the high musical standards of Peru Schools. The recipient is selected jointly by the Band and Choir directors using these criteria: (1) Member of Band and Choir for at least 2 years, (2) Outstanding Musical Achievement and Interest, (3) Inspiration to others through Leadership, (4) Above Average Grades and Character.

(Guiliana) Koehler (EOY): established in memory of a former student who passed away during her 5th grade year. The recipient selected by staff using the following criteria: Displays strong character, courage, kindness, determination, and pride in Parkside Middle School.

(Jade) Muylle (G): established in memory of a former Peru student who died during his 8th-grade year and was awarded his diploma posthumously. The recipient is selected using the following criteria: (1) Must have attended Parkside all year, and (2) Earned the Highest Cumulative GPA in 8th grade.

Outstanding Choral (EOY): selected by the Choir Director using the following criteria: (1) At least three years participation in Choir, (2) Prominent Role in the Spring Musical, (3) Demonstrates Strong Leadership and Effort, (4) Good Academic Standing

PBIS Citizenship (EOY): this award was established in 2015 to honor two students at each grade level who have led by example, worked hard without drama or complaint, consistently followed our behavioral expectations (To Be Respectable, Responsible and Safe) with a positive attitude, and have clearly demonstrated outstanding citizenship.

Scholastic Honors (EOY): Fifth, sixth, seventh and eighth grade students who maintain a cumulative GPA of 3.4 or better through midterm of the 3rd trimester will receive recognition for their outstanding scholastic achievement at the annual Honors Breakfast in May. Eighth grade students who earn SH status every year in middle school will receive an additional award at the end of the year awards assembly.

STUDENT RIGHTS AND RESPONSIBILITIES

Citizenship Rights: Court decisions have established that students are entitled to citizenship rights. However, these rights must be exercised with the same restraint which the courts impose upon other citizens.

1. The right of free expression is fundamental in a free society. The student has this right, but it must be exercised in a responsible manner so as not to interfere with the rights of others nor disrupt the educational process.
2. No student shall be deprived of an education. Those students who cannot function because of physical or mental disability in the traditional school setting shall have access to alternative programs of instruction.
3. Using proper channels, students shall be permitted to voice an opinion on the development of school policy.
4. Fundamental to the workings of democracy is the right that no student shall be deprived their rights without due process of law. The courts have recognized that education is not a privilege but a right to which all citizens are entitled. Consistent with court decisions, the school shall follow a system of due process which is compatible with the special characteristics of the school community.
5. Educational and extracurricular programs, activities, services, and benefits will be provided to students without discrimination on the basis of gender. No student shall be limited in the exercise of any right, privilege, advantage opportunity on the basis of gender. The grievance procedure shall include a coordinator for the district who will respond to the grievance or complaint of illegal discrimination (BP 7:10).
6. Disabled students have the right to equal educational opportunities. Individuals wishing to file a complaint alleging violation of rights accorded parents/eligible handicapped students may do so (BP 7:10).
Level I: A student shall present the complaint in writing to the 504 Coordinator (District Psychologist). He/she shall investigate and attempt to resolve the complaint within five working days. If solution does not occur, student may present complaint to the Superintendent who shall determine matter within five working days. If solution does not occur, student may, within five working days, present complaint to the Board of Education who shall consider the matter at the next regularly scheduled meeting. Level II: Failing to resolve complaint at Level I, student may request due process hearing to be held within guidelines set forth in an ISBE booklet titled "A Parent's Guide: The Education Rights of Handicapped Children."
7. A student with an infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District shall balance those student rights with the District's obligation to protect the health of all district students and staff. Placement: The determination of whether the student with a communicable disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be

made on a case-by-case basis by a multi-disciplinary team. Reporting Procedures; Placement Procedures; Case Study Evaluation; Temporary Exclusion; Placement Decision; Appeal Process; and Subsequent Evaluations are included in BP 7:280 and are available upon request.

Educational Process Rights: The following rights DO NOT allow students to disrupt the educational process or to be in violation of school regulations or state law.

1. Students may wear political buttons, arm bands or any other badges of symbolic expression deemed non-disruptive and in good taste by the proper school authority.
2. Students have the right to form clubs when certified teachers agree to sponsor the activity and the activities are approved by the Board of Education.
3. Students have the right to general information concerning their permanent school records. Students have the right to due confidentiality of their records.
4. No one shall be subjected to arbitrary and unreasonable detention or suspension.
5. Students are entitled to a handbook which contains specific rules & regulations & description of general behavior expected of them by the school.
6. Pregnancy, in itself, shall not deny a student the right to an education, except in those programs or activities where there is a concern for the health and safety of the mother and the unborn child.
7. Students who meet the requirements of an organization/activity may participate in the organization/activity.
8. Lockers shall be provided for all students.
9. A student's property shall not be confiscated permanently unless required by law, or deemed disruptive or harmful by the proper school authority. Lawful confiscation may not extend beyond the current school year.
10. Parents will be notified prior to classroom instruction in sex education and AIDs education; the parent may request the student not participate in that content area. Alternative lessons will be provided.
11. In regard to these rights, students have the right to appeal through proper channels.

Student Rights and Grievance Procedure: A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons. Due process shall exist throughout the procedure with the right to (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation.

Step I: The student(s) and/or parent(s) shall discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. A response by the school must be made to the student/parent within five (5) days.

Step II: If the response is not satisfactory, student/parent shall within ten (10) days request in writing a conference with the principal. A meeting must be held within five (5) days of the request.

Step III: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response in Step II. A meeting between parties will be held within ten (10) days and a written response will be given within five (5) days of that meeting. A complete record of this meeting shall be kept and signed by both parties for future reference.

Step IV: If the issue is not satisfactorily resolved in Step III, the grievant(s) may appeal the grievance in writing to the Board of Education within five (5) days of receiving the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days. A Board appointed hearing officer, may hear all relevant testimony and provide the Board with a written summary of the hearing.

If the grievant has processed a grievance under Section 200 of the Sex Equity Rules for the Illinois Sex Equity in Education Law, he/she has the right to appeal the decision further to the Regional Superintendent of Schools and thereafter the State Superintendent of Education.

Equal Opportunity (Gender Equity): No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services, benefits, or be limited in the exercises of any right, privilege, advantage, or opportunity.

Student Responsibilities

Participation: Students have the responsibility of participating fully in the serious business of learning. Students must report to school and to ALL scheduled classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability, and request help when it is needed. They shall dress in an appropriate manner to suit the class which they are participating.

Behavior: Students must cooperate in maintaining reasonable orderliness in the school and in the classroom and take reasonable care of books and other instructional materials. Students shall care for school property; students and their parents may be charged for the damage to school property. Students must refrain from disruptive behavior and threatening or fighting with other students. Students shall respect the rights of others to pursue a course of study without undue interference.

Respect for Teachers: Students have the responsibility of showing respect for the knowledge and authority of their teachers. REMEMBER, ANY TEACHER HAS THE AUTHORITY TO CORRECT A STUDENT ON THE SPOT. Students shall recognize that the authority and duty to govern school matters rests with the Board of Education and is rightfully administered by the principal and faculty. Students shall not defy authority. Students must use only acceptable and courteous language.

Respect for Other Students: Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

DISCIPLINE POLICY AND PROCEDURES

Students are expected to conduct themselves in a manner which is respectful to themselves, their family and their school. They are required to follow all rules and policies established by Peru Elementary School District, which are described in detail in BP 7:190 and are available online for review. Rules and policies within this handbook apply to ALL school-sponsored events, including those occurring off campus, such as but not limited to sporting events, field trips, fine arts activities, camps and conferences.

The goals and objectives of this policy are to provide effective discipline practices that:

1. Ensure the safety and dignity of students and staff
2. Maintain a positive weapons-free and drug-free learning environment
3. Keep school property and the property of others secure
4. Address the causes of student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution
5. Teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes and/or other similar devices, including vaping materials and liquids.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana or cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous

system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or other substances into the body; and (b) grow, process, store, or conceal such controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
3. Using a shocking device or laser pen. These items are not allowed in school at any time. Items brought to school are subject to confiscation and will be referred to administration for disciplinary action.
4. Using a laser pointer unless under a staff member's direct supervision in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials, including refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, cyber-bullying using a computer, network or other comparable conduct. Bullying includes characteristics of physical appearance, socioeconomic status, academic status, pregnancy, parenting status, and homelessness. Please refer to Peru Elementary School District #124's Bullying Prevention Policy by clicking [here](#).
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse. State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

14. Being involved with any public school, fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
15. Gang involvement or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
18. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

Gross Misconduct

Gross Misconduct is a more serious OR repetitive/chronic type of disobedience that will most often result in a suspension or expulsion. Examples include, but are NOT limited to:

- Assault, Battery and Fighting
- Bullying, Harassment, or Intimidation in or out of school that disrupts the educational environment
- Harassment thru Electronic Means (including email, Google Docs, and social networking) in or out of school that disrupts the educational environment
- Gang Activity or Involvement
- Insubordination and/or Disrespect to Staff
- Misuse or Abuse of Technology Devices, Network Systems, Printers or Programs
- Possession or Distribution of Pornography (print or electronic)
- Possession, Distribution or Use of Smoking Materials, including cigarettes, e-cigarettes, vaping liquids, etc.
- Possession, Distribution or Consumption of Alcohol
- Possession, Distribution or Use of Illegal Drugs or Look- Alikes or Drug Paraphernalia
- Possession or Use of Fireworks or Explosives
- Possession or Use of a Weapon or Look-Alike, including Pocket Knives, BB/Pellet guns, etc.
- Possession or Use of a Shocking Device
- Researching, drawing, gesturing, otherwise promoting school-inappropriate materials such as drugs, weapons, pornography, etc.
- Setting a False Fire Alarm or Calling 9-1-1
- Theft or Damage to School Property
- Threatening or Striking any Student or Staff
- Unauthorized access to any student or staff account for any purpose, including sending abusive or obscene messages, accessing private information, or tampering/destroying files or records

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 restorative justice and non-exclusionary discipline before using out-of-school suspensions or expulsions. Research has shown that the restorative justice techniques, such as

social emotional interventions, counseling, peer conflict resolution, and parent meetings are more effective in repairing the harm that was done and reducing repeat offenses. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

In the event that a student's behavior becomes a threat to the safety and well-being of himself/herself or others, a crisis response team consisting of administrators, teachers, and support staff may be called upon to use isolated time out or physical restraint. The response team is trained annually in non-violent crisis prevention and intervention (CPI) and will only be used as a means of maintaining a safe and orderly educational environment for students and staff. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Temporary removal from the classroom and/or
2. Withholding of privileges
3. Notifying parents/guardians
4. Restitution of stolen or damaged property
5. After-school or Saturday Detention
6. In-school Suspension (aka Disciplinary Study Program)
7. Seizure of contraband; confiscation/temporary retention of personal property used to violate school rules
8. Mandated counseling with the social worker, or referral to outside agencies
9. Suspension from bus riding privileges
10. Out-of-school Suspension for up to ten days and a resulting disciplinary conference
11. Expulsion from school and all school activities for a definite time period not to exceed two calendar years
12. Transfer to an alternative program
13. Notifying juvenile authorities whenever the conduct involves criminal activity such as, illegal drugs or "look-alikes," harassment through electronic means, alcohol, weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement.

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.

Explanation of Disciplinary Measures

Students may be asked to complete appropriate behavioral or social emotional intervention curriculum as a way to address infractions of this handbook. The specifics of the curriculum and how it will be administered will be determined by a teacher, social worker or administration on a case by case basis. When assigned, this curriculum is mandatory and may be completed during the regular school day, or at any of the following disciplinary actions:

Teacher Detentions: Date, time, and length of detention is determined by the issuing teacher.

Lunch Detentions: Students will be removed from their regular lunch and will eat in an alternate supervised area. Students may also be asked to complete late or missing assignments.

Office Detentions: Students will be held after school at Northview from 3:20-3:50pm (M-Th) and at Parkside from 3:10-4:00pm (M-Th).

Friday Extended School (Parkside only): Students will be held after school from 1:55-3:05pm on Fridays or early dismissal days for disciplinary reasons.

Parents/guardians will be notified prior to a detention being served. Failure to serve a detention (or be excused in advance by a parent) may result in further disciplinary action.

In-School Suspension: In-school suspensions are held during the school day and supervised by licensed school personnel. In addition, students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit (BP 7:200).

In-School Suspension / Disciplinary Study Program (BP 7:200): ISS/DSP is the temporary exclusion of a student from regular classes. Students will be placed in a supervised room (in the office or other location) and will be required to complete

assignments provided by their teachers. Teachers providing assignments to ISS/DSP students should check-in with them during their plan time to answer questions that may arise. ISS/DSP may be scheduled on any day during regular school hours. Students assigned will report directly to the office in the morning. Those who are disruptive or fail to complete assignments will be referred to administration for further disciplinary action.

Out-of-School Suspension (BP 7:200): OSS is a temporary exclusion from school, assigned by administration, for a period not to exceed ten consecutive school days. The office will attempt to notify parents of all suspensions both by phone and by mail. A suspended student is prohibited from being on school grounds.

Expulsion: A permanent exclusion from school for up to two years for serious gross misconduct. Only the Board of Education can expel a student from school (School Code 105ILCS5/10-22.6). An expelled student is prohibited from being on school grounds.

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

Regional Office of Education Academy Program (Parkside 6-8 only): Students who are involved in conduct that is disruptive, serious, repetitive and/or cumulative; have been suspended multiple times; or have been arrested and remanded to court for serious criminal acts are eligible for an alternative school program, most often housed at the Regional Safe School in Peru. Transportation is provided by the district for the RSSP.

Bus Transportation

Students are allowed to only have ONE bus stop to and from school. The bus stop may be at parents/guardians, grandparents or babysitters as long as the stop is in the city limits of Peru. Students must go to the stop that is provided to them by the school. Parents cannot change stops on their own and decide to send children to an alternative stop.

Procedures and Expectations: While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing.
5. Always use the handrail.
6. Be seated quickly, and remain seated facing forward. Keep your hands, arms, and head inside the bus.
7. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
8. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced and in the backpack while on the bus.
9. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits.
10. Eating and drinking are not allowed on the bus.
11. 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.
12. Wait until the bus pulls to a complete stop before standing up, and use the handrail when exiting.
13. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 ft.) 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.
14. 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, even after the drivers' signal.
15. Never run back to the bus, even if you dropped or forgot something.
16. Students in grades PreK-1st grade need to have an adult with them at the bus stop. PreK-1st grade students will NOT be allowed to get off the bus without an adult there for them. If there is no adult, then the child will be brought back to the school and the parent will have to pick their child up at the school.

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated damage or vandalism of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Other behaviors deemed by administration to threaten the safe operation of the bus and/or its occupants.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student for a period in excess of ten days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Isolated Time Out, Time Out and Physical Restraint

The Illinois Administrative Code (revised May 29, 2024) [23 IAC 1.285] states the following: "Isolated time out, time out, and physical restraint, as defined in this Section, shall be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, there is no known medical contraindication to its use on the student, and the school staff members or members applying the intervention have been trained in its safe application under this Section. (Section 10-20.33(b) or 34-18.20(b) of the School Code). Isolated time out, time out, or physical restraint shall not be used 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."

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Discipline and Special Education Students

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) 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.

Section 14-8.05 of the Illinois School Code requires each school board to establish and maintain a committee to develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavior intervention. The law further requires that behavioral interventions be used in consideration of the student's physical freedom and social interaction, be administered in a manner that respects human dignity and personal privacy and ensures the student's right to placement in the least restrictive educational environment.

CLARIFICATION OF DISCIPLINARY TERMS

Examples of prohibited conduct: include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment (offensive acts or comments that are sexual in nature, whether intended or not), 'sexting', public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Bullying, Intimidation and Harassment (BP 7:20, 7:180, 7:190, 2:260) – 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.

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate 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.

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 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 marital status, parenting status, pregnancy, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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: (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution 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, posting or distributing sexually explicit images, 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.

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.

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 intervention and restorative measures.

Teen Dating and Harassment Violence Prohibited:

Harassment Prohibited: No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate 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 (Title IX): Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence 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 incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. (BP 7:185)

Cheating: If a student is confirmed to be cheating (whether copying themselves or providing answers to someone else), parent contact will be made by the teacher, and the student will be referred to administration for possible disciplinary action. An alternate assignment or test may be given and arrangements must be made to complete the work AT SCHOOL. The final grade may be penalized up to 30% at the discretion of the teacher. (BP 7:190).

Drugs/Controlled Substances: Anyone possessing or consuming any legally controlled substance as outlined in Chap. 56, Section 1201-1215 of the Illinois Revised Statutes (including, but not limited to accessory paraphernalia and the like), or any substance reported or represented to be a legally controlled substance, except those specifically prescribed for the student by a licensed medical authority, while on school property or attending school activities, will be subject to suspension or expulsion from school and reported to the appropriate law enforcement agencies.

Fighting and Self Defense: The exchange of mutual physical contact, such as pushing or hitting, with or without injury is considered fighting. Without evidence that a participant attempted to avoid the confrontation, all parties will be disciplined. It is the duty of any person threatened to use precautionary measures to prevent an attack and not contribute to it in any way. There should be an attempt to retreat and contact a supervising teacher to neutralize a hostile situation without escalating it.

Gangs and Gang Related Activities: The presence of or student involvement in gangs or related activities on school grounds or at school events is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion (Board Policy 7:190). The term "gang" shall mean any organization or group composed wholly or in part of students, whose purposes include the commission of illegal acts. No student on or about school property or at any school activity shall:

1. Wear, possess, write, distribute, display or sell clothing, jewelry, signs, symbols or items which are evidence of affiliation with any gang.
2. Commit any act, or use any speech, either verbal or nonverbal (i.e. gestures, handshakes) showing membership or affiliation in a gang.
3. Use any speech or commit any act or omission to further the interests of any gang or gang activity, including, but not limited to: soliciting others for membership, requesting a person pay protection or otherwise intimidate or threaten any person, committing any other illegal act or other violation of school district policies, inciting other students to act with physical violence upon any other person.

Insubordination: Students have an obligation and responsibility to follow verbal or written instructions from any faculty member, and to identify themselves to any staff member in regards to their behavior. Willful and deliberate refusal to do so is considered insubordination and will result in disciplinary action.

Obscenity/Pornography: Obscene or vulgar language, either written, verbal or expressed by symbols or gestures will not be tolerated. Profanity directed toward school personnel will result in a suspension. Pornographic photographs or sketches are not permitted and will be subject to disciplinary action.

Weapons: A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years. Options in lieu of expulsion may be considered on a case by case basis by the superintendent and Board of Education.

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club or any other object if used or attempted to be used to cause bodily harm, and "look alike" of any firearm as defined above.

STUDENT AUTHORIZATION FOR ACCESS TO THE DISTRICT'S ELECTRONIC NETWORKS

1. **Purpose and Scope:** This policy aims to promote educational excellence, enhance the classroom experience, and prepare students for workforce and college readiness by providing access to technology resources. It sets forth clear guidelines, expectations, and supervision to ensure responsible technology use and to protect students, staff, and the District. This policy governs the use of all technology resources provided by or used on Peru Elementary's networks. This includes, but is not limited to, electronic networks, Internet access, computers, mobile devices, email, cloud services, Wi-Fi, and similar equipment and networks. It applies to both school-issued and personally-owned devices when used by students on or near school property, in school vehicles, at school-sponsored activities (on or off-campus), and via off-campus remote access. The District reserves the right to modify the terms and conditions of this policy at any time.
2. **General Principles of Use**
 - **Educational Focus:** All access and use of technology must be consistent with the District's educational goals and objectives, promoting education and research related to school curriculum, assignments, and academic work.
 - **Privilege, Not a Right:** The use of technology resources is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges, and access may be denied, revoked, or suspended at any time if deemed necessary for the safety and welfare of others.
 - **Personal Responsibility:** Users are solely responsible for their actions and activities involving the network and technology resources. Students are expected to act appropriately and responsibly, using good judgment and common sense.
 - **Digital Citizenship:** Users are expected to abide by the generally accepted rules of network etiquette and adhere to the norms of appropriate, responsible behavior with regard to technology use, often referred to as digital citizenship.
3. **Acceptable Use Guidelines**
 - a. Use technology resources for school-related activities and research, ensuring alignment with school assignments and projects.
 - Engage in the original creation and presentation of academic work.
 - Communicate in ways that are kind and respectful when using email, wireless network access, and digital tools.
 - Immediately report threatening messages, discomfiting Internet files/sites, or any other safety or security concerns to a supervising adult, such as a teacher, principal, or tech staff.
 - Access, open, view, modify, and delete only your own computer files.
 - Utilize only the individual network and email accounts and passwords assigned by the District, ensuring all account activity is for educational purposes.
 - Appropriately cite all sources when using online materials for research, including words or images, giving credit to the original creators to avoid plagiarism.
 - Exercise caution to protect your personal safety and the safety of others online.
4. **Unacceptable Use Prohibitions**
 - a. **Illegal or Harmful Activities:**
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of State or federal law.
 - Unauthorized downloading of software (regardless of copyright status) or downloading copyrighted material for purposes other than personal use.
 - Using the network for private financial or commercial gain, or for any for-profit purpose, including fraud.
 - Wastefully using network resources, such as file space.
 - Engaging in sexual harassment or using language of a sexual or otherwise objectionable nature, including racist, terroristic, abusive, threatening, demeaning, or slanderous content, in public or private messages.
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, or material that violates any Board policy regarding misconduct (e.g., bullying, intimidation, threats).
 - Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting".

- Violating the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property laws, including the downloading, installation, or distribution of "pirated" or other unauthorized software products.

b. Security and System Integrity Violations:

- Hacking or gaining unauthorized access to files, resources, or entities.
- Using another user's account or password, or revealing your account password to others.
- Posting material authored or created by another without their consent, or posting anonymous messages.
- Using encrypted communication without prior approval.
- Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy.
- Causing congestion on the network or interfering with the work of others, such as sending chain letters, jokes, or pictures to lists or individuals.
- Effecting security breaches or disruptions of network communication, including accessing data not intended for the user, logging into an unauthorized server or account, network sniffing, pinged floods, packet spoofing, denial of service, or forged routing information for malicious purposes.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto District equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other user and/or the host service (e.g., denial of service attack).
- Port scanning or security scanning.
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of District computers, networks, printers, user files, or other associated peripherals.
- Using USB drives, bootable CDs, or other devices to alter the function of any District technology equipment, network, or software.
- Vandalizing, tampering, or accessing without permission the equipment, programs, files, software, system performance, or other technology belonging to the District or someone other than the student.
- Downloading or attempting to download or run executable (.exe) programs over the school network or onto school resources without express permission from the Technology Director.

c. Behavioral and Communication Violations:

- Using the network for commercial or private advertising.
- Using the network while access privileges are suspended or revoked.
- Using the network in any way that would disrupt its use by other users.
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another's reputation, including cyberbullying.
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach, or administrator.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material that is not related to the permitted educational activities.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Using a website or software program implemented by the District in a manner outside the scope of the use specified by the classroom teacher, coach, or administrator.
- Using any District technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, or fundraising activities without prior approval.
- Presenting any copyrighted, registered, or trademarked work as that of the student, or plagiarizing content from online sources.
- Taking and/or distributing photos/videos/images without the knowledge and consent of the subject.
- Agreeing to meet someone met online in real life without parental permission.
- Posting or revealing personal identifying information about yourself or others, including full name, phone number, home address, social security number, birthday, or financial information.

d. Privacy and Monitoring

- **No Expectation of Privacy:** Students have a limited expectation of privacy, or no reasonable expectation of privacy, regarding the contents of their network files, and online and/or network activity may be monitored while using the District's network.

- **District Property:** Any information stored on and/or sent through the District’s technology resources, including email and social media accounts, is the property of the District.
- **Monitoring and Disclosure:** District network administrators and/or other appropriate personnel may engage in periodic reviews and searches of stored files and communications to maintain system integrity and ensure compliance with this policy. The District reserves the right to access and disclose the contents of any account on its system, including email, without prior notice or permission from the user. Email usage, posts, chats, sharing, and messaging may be monitored and archived. All activity done through a school account is tracked regardless of the device used.
- **Reporting Illegal Activities:** Messages relating to or in support of illegal activities may be reported to the authorities.

e. **Security**

- **Account Confidentiality:** Users are expected to keep their account and password confidential and shall not share them with others without prior approval. Users shall sign off or log off all District equipment, software, or Internet sites once they are done with their session to protect account integrity.
- **Reporting Security Problems:** If a user identifies a security problem in the network or on the Internet, they must notify the system administrator or Building Principal immediately and refrain from demonstrating the problem to other users. If a computer or mobile device is suspected of being infected with a virus, alert the tech staff and do not attempt to remove the virus or download any programs yourself.
- **Safeguards Against Threats:** Users are expected to take reasonable safeguards against the transmission of security threats over the school network, including not opening or distributing infected files or programs, or files or programs of unknown or untrusted origin.

5. **Personal Electronic Devices (PEDs): Compliance:** Bringing personal technology devices to school requires explicit permission from the building principal and the technology director. Students may only use these devices for authorized educational activities and must follow all school policies and the Student Code of Conduct during their use
- Network Use:** Personal wireless and mobile devices may be provided filtered access to the Internet via the District’s wireless network. Personal electronic devices are never to be plugged into the wired network (e.g., computers, wall jacks, other school equipment).
 - District Responsibility:** The District is not responsible for the loss or theft of any personal electronic devices, nor for damage or unauthorized access to the device or its data. Students and legal guardians assume any and all risks associated with bringing a personal electronic device to a campus or school-related event. The District will not provide technical support for personal electronic devices.
 - Search and Confiscation:** A student’s personal technology device may be subject to search by campus administrators if there is reasonable cause to believe that the device has been used in violation of law, policy, or regulation. School staff have the right to confiscate any inappropriately used personal electronic devices, which will be turned into the office.
 - Disciplinary Action:** Inappropriate use of a personal device will result in the loss of privilege of bringing a personal device to school, and additional disciplinary consequences may be imposed based on this Policy and the Student Code of Conduct.

6. **School-Issued Devices (e.g., Chromebooks, Mobile Devices)**

- Property of the District:** School-issued devices (e.g., Chromebooks, iPads) are the property of Peru Elementary and are supplied to provide students access to educational materials, not for gaming, social networking, or entertainment.
- Care and Responsibility:** Users are expected to treat these devices with extreme care and caution. Users may be financially responsible for any damage resulting from negligence or misuse, or for the cost of replacement if a device or charger is lost or stolen.
- Reporting Issues:** Users should immediately report any loss, damage, or malfunction to the Building Principal or appropriate staff (e.g., library staff, classroom teacher). District-owned devices should not be taken to outside computer services for repairs or maintenance.
- Usage Guidelines:**
 - Users must abide by this policy when using school devices off the school network, and use of school-issued mobile devices off the school network may be monitored.

- School-issued devices must have a District asset tag on them at all times, and this tag must not be removed or altered..
 - No food or drink is allowed next to the device while it is in use.
 - Cords, cables, and removable storage devices must be inserted carefully. Devices should never be transported or stored with the power cord plugged in.
 - Devices should never be carried while the screen is open.
 - Devices must remain free of any permanent writing or drawing.
 - Device vents cannot be covered.
 - Devices should never be left in unsupervised areas, such as cars, unlocked lockers, the cafeteria, computer labs, locker rooms, the library, unlocked classrooms, music rooms, or hallways.
 - Students are responsible for bringing their devices to school each day fully charged.
 - Device screens are easily damaged; users should not lean or put pressure on the device when closed, store with the screen open, place anything near the screen that could apply pressure, poke the screen, or place items on the keyboard before closing the lid. Screens should be cleaned with a soft, dry microfiber or anti-static cloth.
 - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher, but may not be provided by the District.
 - Students will only be able to log in using their assigned school email accounts; access to personal Google accounts will NOT be allowed on school-issued devices.
- e. **Repair and Loaners:** Devices needing repair must be submitted through the appropriate school channels (e.g., classroom teacher for middle school, library staff for high school). All repairs will be managed by District IT Staff. Loaner devices may be issued to students when their device is in for repair, and students using loaner devices will be responsible for any damages incurred while in their possession.

7. Online Safety and Digital Literacy

- a. **Internet Filtering:** The District provides Internet filtering that blocks visual depictions that are obscene, pornographic, or harmful/inappropriate for students, as defined by the Children’s Internet Protection Act (CIPA). While filters are employed to limit access to certain sites, there is no guarantee that all objectionable material will be caught or filtered; limiting this kind of material is the joint responsibility of all users. An administrator or other authorized person may disable the filtering device for bona fide research or other lawful purpose with prior permission.
- b. **Education and Awareness:** The District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- c. **Monitoring for Safety:** The District may leverage 24-hour monitoring systems (e.g., GoGuardian Beacon) to identify critical situations involving bullying, self-harm, or suicidal ideation and will alert staff as appropriate.
- d. **Network Etiquette ("Netiquette"):** Users are expected to be polite, use appropriate language (no swearing or vulgarities), and use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that online content can be unverified, incorrect, or inappropriate, and should use trusted sources for research.
- e. **Personal Information Safeguards:** Users should not reveal personal information, including addresses, telephone numbers, or social media accounts, of themselves or other students or people. Users should recognize that communicating over the Internet decreases anonymity and increases associated risks, and should carefully safeguard personal information. Users should never agree to meet someone they meet online in real life without parental permission.
- f. **Cyberbullying:** Cyberbullying will not be tolerated. Engaging in behaviors such as harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking, or any online activities intended to physically or emotionally harm another person, will result in severe disciplinary action and loss of privileges, and may constitute a crime. All students are expected to promptly report violations to a teacher, guidance counselor, building principal, or other school personnel. Bullying/harassment that occurs off campus is expected to be reported where such acts create or would foreseeably create a risk of substantial disruption within the school environment.
- g. **Children Under 13:** To comply with the Children's Online Privacy Protection Act (COPPA), the District will not knowingly allow a child under the age of 13 to create an account without parental consent. The District may act as

the parent's agent to approve accounts (e.g., Google Workspace for Education) on their behalf, providing an opt-out process.

- h. **Student Data Breach Prevention and Response:** The District has a legal responsibility to protect the privacy of education data, including personally identifiable information (PII) of its students. This involves prevention measures such as reviewing information systems, conducting risk assessments, implementing security controls (e.g., encryption), monitoring for data leakage, and conducting privacy and security awareness training for staff. In the event of a data breach, the District will validate the breach, determine affected parties, take steps to prevent further disclosures, investigate the incident, consult with legal counsel, and potentially notify law enforcement, affected students, and/or their parents as required by law.
- i. **Consequences for Violations**
 - **Disciplinary Action:** The failure of any user to follow these policies will result in disciplinary action as outlined in Board of Education policy and the Student Handbook, which may include suspension or expulsion, loss of privileges, and/or appropriate legal action.
 - **Law Enforcement Referral:** Violations of law may also result in referral to law enforcement authorities, as well as disciplinary action by the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks..
 - **Due Process:** In the event there is an allegation that a user has violated the District Acceptable Use Policy, the person will be provided with a notice and opportunity to be heard in the manner set forth according to Board policy.

8. Limitations of Liability

- a. **No Warranties:** The District makes no warranties of any kind, whether expressed or implied, for the technology resources it is providing.
- b. **No Responsibility for Damages:** The District will not be responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. 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 or the Internet. Furthermore, the District does not take any responsibility for any information that may be lost, damaged, altered, or unavailable when using its services or the Internet.
- c. **Unauthorized Charges:** The District assumes no responsibility for any unauthorized charges or fees incurred by the user, including telephone charges, long-distance charges, per-minute surcharges, social media or application charges, download fees, bandwidth use, and/or equipment or line costs; any such unauthorized charges or fees shall be the responsibility of the user.
- d. **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 violation of this policy, including such incurred through copyright violation.

9. Parental/Guardian and Student Agreement

- a. **Mandatory Agreement:** Each student's parent/guardian must sign the [New School District Name] Acceptable Use Policy Statement of Understanding and Authorization as a condition for the student to use the electronic network, Internet, and technology equipment throughout the district.
- b. **Legal Binding:** The signature(s) are legally binding and indicate that the signer has read and fully understands the terms and conditions of this policy.
- c. **Parental Supervision:** Parents/guardians accept full responsibility for supervision if and when their child's use of technology is not in a school setting and are encouraged to place content-filtering software on their home computers or take other necessary steps to monitor student Internet usage at home.
- d. **Discussion of Policy:** Parents/guardians agree to discuss the Acceptable Use Policy with their child.
- e. **Student Acknowledgement:** Students (Grades 3 and up) acknowledge that the Acceptable Use Policy has been explained to them and that it is their responsibility to follow the rules and be respectful, responsible, and safe when using the Internet, and school technology and equipment.
- f. **Google Workspace for Education Consent:** For students to access Google Workspace for Education accounts, parents/guardians must provide consent, acknowledging how Google collects, uses, and discloses information for these accounts as described in associated notices.
- g. **Acceptable Use Policy for Students**

- **Statement of Understanding and Authorization**
- **Electronic Network, Internet and Technology Equipment Access**
- **Peru Elementary School District 124:** On an annual basis, each student's parent/guardian must sign the Peru Elementary School District 124 Acceptable Use Policy Statement of Understanding and Authorization as a condition for using the electronic network, Internet and technology equipment throughout the district. The signature(s) are legally binding and indicates the signer has read and fully understands the terms and conditions of this policy. I understand that the failure of any user to follow these policies will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

NOTE: By signing the Peru Elementary School District 124 Acceptable Use Policy Statement of Understanding and Authorization, I acknowledge that I have read and understand the terms and conditions of this policy, and that the District has taken precautions to eliminate controversial material.