

Pikeland Community School

601 Piper Lane
Pittsfield, IL 62363

Jon Frieden, Principal Grades 3 – 5
Lisa Jockisch, Principal Grades 6 – 8

Phone: (217) 285 – 9462
Fax: (217) 285 – 9551

Parent/Guardian Handbook Acknowledgment

Dear Parent/Guardian,

Please complete the following form and return to the office by August 28, 2017.

From: The Parent/Guardian of:

(1). _____

(2). _____

(3). _____

(4). _____

(5). _____

To: Pikeland Community School

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Pikeland Community School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, when possible, of any changes to the handbook.

Signature of Parent or Guardian

Date

Comments:

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**PIKELAND COMMUNITY SCHOOL STUDENT/PARENT HANDBOOK
FOR THE 2017-2018 SCHOOL YEAR**

Pikeland Contact Numbers

Pikeland Community School	285-9462 (phone) 285-9551 (fax)
Pikeland Board Office	285-2147
Pittsfield High School	285-6888
South Elementary School	285-2431
PACE Alternative School	285-2248
Pre K/Early Childhood	285-9721
Bus Garage/Maintenance	285-2752

Pikeland Unit 10 Website – www.pikeland.net

PCS Administration Emails

Lisa Jockisch – ljockisch@pikeland.org

Jon Frieden – jfrieden@pikeland.org

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General Information

Mission Statement

Realizing students are our future, Pikeland Community School will help provide a positive learning environment so that all students are given the opportunity to reach their full potential, enabling them to compete in a changing world.

Introduction

Welcome to Pikeland Community School for the 2017-2018 school year. This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the interest of molding appropriate school government.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building. The security system requires visitors to be “buzzed” in after 8:30 each morning and for the remainder of the day. Each visitor must push the button on the intercom system and look at the camera and when prompted, state his/her name and the purpose for his/her visit. If deemed necessary, the visitor may be asked to provide identification. The office staff will electronically unlock the door in order for the visitor to gain entry into the building. A person will have a few seconds from the click to open the door. Please be patient when going through this process.

A visitor must sign in, identifying his/her name, the date and time of arrival, and the classroom or location of visit. An approved visitor must take a tag identifying as a guest and place the tag on his/her outer clothing in a clearly visible location. A visitor is required to proceed immediately to his/her location in a quiet manner and **must return to the main office and sign out before leaving the school.**

A visitor is expected to abide by all school rules during his/her time on school property. A visitor who fails to conduct himself/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

School Volunteers

All school volunteers must complete the Volunteer Information Form and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to the destination.

Student Records

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

The school and district routinely discloses directory-type information without consent. Directory information is limited to: name, grade level, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations, and athletics. **Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.**

Access to Students and Student Records

Pikeland Community School requires a court order to identify a parent who is not allowed to see his/her child at school at times when other parents have that right. Also, a court order is needed for denial of access to records and one's child by the non-custodial parent. The school will need a notarized copy of the divorce decree or other form of court order to keep with the student's records.

Notice of Destruction of Temporary Records

Pikeland Community Unit District #10 annually reviews all student records. This school district keeps student information such as grades, classes taken, and graduation date for not less than 60 years. Other information such as disciplinary actions, test scores, and IEP information is retained for five (5) years. Parents of students and students who graduate or leave this school are hereby notified that if they wish a copy of any temporary information before it is deleted/destroyed, they must make that request to:

Pikeland Community Unit District #10
512 South Madison Street
Pittsfield, Illinois 62363

within five (5) years of graduation or departure from school. Temporary records will be destroyed five (5) years following graduation or departure from school.

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Pikeland Community School Administration (217) 285-9462.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Pikeland Community School, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's education records. However, Pikeland Unit #10 School District may disclose appropriately designated directory information without written consent, unless the parent/guardian has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Pikeland Community School to include this type of information from a child's education records in certain school publications. Examples include the following:

- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies (LEAs)

receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If a parent/guardian does not want Pikeland Community School to disclose directory information from his/her child(ern)'s education records without prior written consent, he/she must notify the district in writing by September 1. Pikeland Community School has designated the following information as directory information:

- Student's name
- Photograph
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's Armed forces.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Medicaid Reimbursement Consent

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy, diagnostic services, social work, health services, and transportation, etc. provided to a child are partially reimbursable. Unless a parent or guardian objects in writing, Pikeland Community Unit #10 will claim Medicaid reimbursement for services provided. These claims will have no impact on the ability to receive Medicaid funding either now or anytime in the future. If there is no objection to this release of information related to Medicaid claims for the child, the parent/guardian does nothing.

Four Rivers Special Education District

Medicaid Parental Consent Written Notification Letter

Consistent with requirements in 34 CFR 300.503(dc) and in the event that your child requires health-related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process claims;

3. That health-related services pursuant to in Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free and appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney Homeless Assistance Act and State Law. The assistant superintendent has been appointed to coordinate this policy's implementation.

Animals on School Property

To assure student health and safety, animals are not allowed on school property, during school hours, 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.

Video & Audio Monitoring Systems

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

Due to privacy issues only administrative staff will be allowed to view/listen to video and/or audio recordings.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio (WBBA) or television stations (WGEM, KHQA) to be advised of school closings or early dismissals. The School Reach system will notify the parent/guardian by phone. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For the child's safety, make certain the child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

Important: Any changes to phone numbers need to be called into the Pikeland Board of Education Office at 285-2147 to update the School Reach records. Failure to do so will prevent the parent/guardian from receiving alerts/messages.

Delayed Start

Inclement weather in the early morning hours during the winter months can often lead to decisions of closing school for the entire day due to unsafe travel over the roads. However, two hours later, the sun has come out, the roads have been cleared and salted and travel is much safer....and learning could be taking

place in our classrooms. As a result of this scenario, the Pikeland administration has put the following plan in place.

With a delayed start, buses will arrive at the current pick-up points two hours later than their regularly-scheduled time. Those students who walk or drive to school should not arrive prior to the drop off times listed below. In the event a delayed start schedule is utilized, class periods will be shortened but dismissal times will NOT change. .

If a delayed start schedule is activated:

- Schools will begin exactly **two** hours later than usual
- All busses will operate exactly **two** hours later than usual.
- Parent drop off time will be **two** hours later than usual

Delayed Start Schedules are as follows:

Pikeland Preschool

Morning (a.m.) classes will be cancelled. Afternoon (p.m.) preschool classes will begin and end at their usual times.

South School Grades K-2

Class starts at 10:27 a.m. with drop-off starting at 10:00 a.m. Students will be dismissed at the usual time of 3:20 p.m. Cereal, milk and juice will be available for purchase and for free/reduced students wanting breakfast when they arrive at 10:00 a.m. Lunch will remain at the usual time.

Pikeland Community School

Class starts at 10:27 a.m. with drop-off starting at 10:00 a.m. Cereal, milk and juice will be available for purchase and for free/reduced students wanting breakfast when they arrive at 10:00 a.m. Lunch period lengths will remain the same and an alternative class schedule will be put in place. Dismissal time will remain the same at 3:25 p.m. After school activities and athletics could remain as scheduled weather permitting. Please check the website for updated information.

Pittsfield High School

First period will begin at 10:25 a.m. with drop-off/arrival starting at 10:00 a.m. Cereal, milk and juice will be available for purchase and for free/reduced students wanting breakfast when they arrive at 10:00 a.m. An alternative schedule will be put in place. Dismissal time will remain the same at 3:20 p.m. . After school activities and athletics could remain as scheduled weather permitting. Please check the website for updated information.

Guidance & Counseling

The school provides guidance and counseling programs for students. The school's counselors are available to those students who require additional assistance.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the administration. 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 drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of his/her child(ren).
2. To participate in a conference in which evaluation and placement decisions may be made with respect to special education services for his/her child(ren).
3. To attend conferences to discuss issues concerning his/her child(ren) such as retention or promotion.

In all other cases, a convicted child sex offender is prohibited from being present on school property unless he/she obtains written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

One may find the Illinois Sex Offender Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/sor/>.

One may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/cmvo/>.

Chain of Command

Parents or students with a problem, concern, or need for information should first contact the staff members most closely related to the issue. In the case of a classroom issue, the teacher is the first contact, followed by the building principal, assistant superintendent, superintendent, and lastly the board of education.

With issues revolving around transportation, the bus driver is the first contact. It is then followed by the building principal, assistant superintendent, superintendent, and lastly the board of education in that order.

General Rules and Regulations

1. Students should not arrive before 8:00 a.m. unless instructed by school personnel. Grades 3-5 students are to sit in the gym until 8:18 and will then be dismissed to class. Grades 6-8 students are to go quietly to the cafeteria and wait for the 8:17 bell. Grades 3-5 students wishing to eat breakfast should do so before entering the gym. Exceptions to this rule will be determined by administration.
2. For the safety of all people in the building, only walking is permitted when inside of the school. Obey all general school rules and those issued in each classroom. Penalties include, but are not limited to:
 1. Reprimand
 2. Detention (30 minutes, 60 minutes, Saturday morning)
 3. Suspension (up to 10 days)Always remember that manners, courtesy, and respect for all people involved at PCS are of major importance.
3. Students are **not** permitted to bring these items to school: toys, playground equipment, board games, skateboards, scooters, roller skates or roller blades, trading cards, and any other item deemed unsafe or disruptive to the educational process by school administration.
4. Afternoon Pick Up - Students who are picked up in a car after school are to be picked up in the front of the building. Cars waiting in line should pull all the way down and follow the flow of traffic. **Under no circumstances will students be allowed to go out into the parking lot unaccompanied by an adult to get into a parked car.** It is highly recommended and encouraged that students are picked up in line.
5. Students should only use things that belong to them. Keep books and materials in good order. Students who damage books over and beyond normal wear and tear are subject to a damage or replacement fee.
6. Pikeland Community School has a no student visitor policy during school hours and at non-athletic school events.
7. Public displays of affection are not allowed at school.
8. Under state law **6th grade students** and **all students new to the district** must have a physical exam or an appointment for examination by the opening of school. Evidence of the physical must be presented to the building principal on or before September 5, 2017. All students must have all required immunizations on or before September 5, 2017.
9. **All students must meet eligibility requirements to participate in an end of the year field trip.** Eighth grade students must work one (1) dance per year to be eligible to attend their field trip. Eighth grade students will become ineligible to participate in the trip by receiving two (2) or more suspension days, receiving two (2) or more Saturday detentions, receiving two (2) or more in-school detentions, receiving four (4) after school detentions. Any combination of four (4) of the above discipline measures will result in exclusion from the trip. Students cannot owe money or materials to the school, or have missed more than 10 days of school. Excused and unexcused absences count toward this total. Sixth and seventh grade students will become ineligible to

participate in the end of the year trip by having three (3) or more suspension days, receiving more than two (2) Saturday detentions, receiving three (3) or more in-school detentions, receiving more than five (5) after school detentions, owing money or materials to the school, or missing more than 10 days of school. Excused and unexcused absences count toward this total. Absences accompanied by a doctor's note will be dealt with on a case by case basis.

CASES NOT COVERED BY SPECIFIC RULES:

It is understood that these rules are not all inclusive. The administration shall take such action as is necessary to insure proper discipline and orderly conduct in the school. Action may be taken with respect to any offense which interferes with the learning climate or which impairs the well-being of the school, regardless of the existence and non-existence of a rule covering an offense.

Title I Program

The Pikeland Title I Program provides remedial reading and math support in grades K – 8. The purpose of Title I is to improve overall academic performance. Services are provided to those identified through teacher referral, state test scores, MAP Test scores, or individual screenings. Parents are notified of placement and have the right to refuse placement. However, refusals are rare because this is a supplemental program that complements the total curriculum.

The program is funded by a federal grant that is administered through the Illinois Office of Education. The grant application is written each year and must include a comprehensive and detailed plan of action. The Title I staff makes every effort to provide a valuable and enjoyable support program.

Invitations & Gifts

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

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Breakfast

Breakfast is served each morning at PCS and is available to all students. Serving time begins at 8:00. The cost is \$1.25 a day for students and adults.

Lunch

Students may only leave for lunch with a responsible adult and must bring a note from their parent/guardian to the office when they leave campus for lunch. A note must be brought each time a student eats off campus. Students must sign out in the office when leaving for lunch and upon returning. Students returning must report to the place where there is a staff member on recess duty. Parents, grandparents, and siblings are invited to eat lunch with their student(s).

School Food Services

Lunch cards will be issued at the beginning of the school year. Each student is required to use his/her card for each meal every day.

The school lunch is the foundation of the food service program and provides at least one third of the child's daily nutritional requirements for good health, established by the U.S. Department of Agriculture. Pikeland Unit #10 maintains 3 kitchens in order to provide a lunch in every school to each student. Pikeland Unit #10 does participate in the National School Lunch and School Breakfast Programs.

Student meals are to be paid in advance or on the day of purchase. Advance payments may be sent in an envelope to your child's school with your child's name on the envelope. Payments will also be accepted daily by the cashier at each school. If you have children in two or more buildings and want to make one payment each month, please specify how much money goes to each child's account when you send the payment. Regular charging of student meals is not allowed. Ala carte services are available in our junior high for grades 5th-8th and in our high school on cash basis only. Students cannot charge ala carte items.

In case of an emergency, students will be allowed to charge their breakfast/lunch. If your child's account is out of money they will receive a red ticket to let you know they have no money left on their account. If your child owes \$20.00 or more in meal charges, they will receive an alternative breakfast (toast, milk, and juice) and alternative lunch (peanut butter and jelly sandwich, milk and fruit) until balance is paid in full. Students owing more than \$20.00 can pay on a daily basis to prevent them from receiving alternative meal. Bills for meals are sent out when a student's account reaches -\$10.00. To view your child's lunch account using schoolinsight.com you must provide the school with an email address.

Free and reduced price meal forms are always available in each school office if you feel your child might qualify please complete a form. Free and reduced meal forms can be filled out anytime during the year if your financial status changes. Students may bring lunch from home and purchase milk for \$.30.

School food service helps contribute to the education of the child in three ways: (1) physical well being; (2) mental receptivity; and (3) knowledge of food and application of good eating habits. If you have any questions about the school food services, please contact Susan Collins at 285-9462.

School Breakfast and Lunch Fees

Breakfast		Lunch	
Reduced	\$0.30	Reduced	\$0.40
PHS	\$1.25	PHS	\$2.45
Adult	\$1.25	Adult	\$2.60
Extra Milk		\$0.30	

Cafeteria Rules

Tables and eating area are to be kept clean by the students. Paper and refuse should be placed in the proper containers. Excessive noise or general horseplay will not be tolerated while in the cafeteria. The teacher on duty will assist students if they need help. She/he will also enforce these rules.

1. Stand quietly in line, single file.
2. Do not throw food.
3. Do not leave the cafeteria without permission.
4. No soda or candy brought into the cafeteria for lunch.
5. Please, no glass containers should be brought.
6. Speak softly, no loud noise.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardians to pay fees or certain charges. Students whose parents or guardians are unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers 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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Fee Waiver Policy / Student Fees

1. **ASSESSMENT:** Parents or guardians may be charged fees relative to students as authorized by the Board of Education or in accordance with board policy or law. Student fees may include, but not necessarily be limited to, textbook rental. See Ill. Rev. Stat., ch. 122, par. 10-22.25.
2. **WAIVER:** 1.IN GENERAL: Fees may be waived or reduced by the Board of Education where good cause exists or the law requires such waiver or reduction. Good cause specifically includes the inability of parents or guardians to afford the fees. See Ill. Rev. Stat., ch.122, par.10-20.13.
3. **APPLICATION:** Parents or guardians unable to pay any fee shall apply to the principal for a waiver or reduction of such fee within seven (7) days after receiving notice that a fee is due. The notice of fees due shall advise parents or guardians that fees may be waived if they are unable to afford them and the procedures for initiating a request for a waiver. In the case of textbook rental fees, the application shall be made within seven (7) days after the scheduled date for student registration or after the day on which the student was registered, whichever is later.
4. **PROCEDURES:** The application for fee waiver shall state the specific reason or reasons a parent or guardian is unable to afford the fee which may include, but not necessarily be limited to, that the student is eligible for free lunches or breakfasts under the Community School Lunch Program. See Ill. Rev. stat., ch.122, par.712.1 et seq. Supporting documentation may be provided or requested by the principal, superintendent, or Board of Education. The principal shall make a recommendation to the superintendent regarding the waiver or reduction of a fee. The superintendent may approve or disapprove the waiver request in whole or in part. A parent or guardian not satisfied with the superintendent's action may request in writing within seven (7) days after being notified of the superintendent's action that the superintendent submit such request to the Board of Education for its determination at its next regular board meeting. At the board meeting, the parent or guardian shall be provided the opportunity to be heard verbally or in writing. Any requirement to pay fees shall be deferred until a decision on a request for waiver is made by the superintendent or Board, as appropriate.

5. **INSTALLMENT PAYMENTS:** Where fees are not waived in their entirety, a parent or guardian may request to make payments on an installment basis. The principal and superintendent are authorized to allow such installment payments.

6. **DISCRIMINATION:** No discrimination or punishment of any kind, including the lowering of grades, or exclusion of classes, shall be exercised against a student whose parents or guardians are unable to purchase required textbooks or instruction materials or to pay required fees. See Ill. Rev. Stat., ch.122, par. 28-19.2(a). Remedies shall be pursued only against a child's parent or guardian.

Planners

Each student is given a student planner at the beginning of the year, and must keep the planner with him/her at all times to record class assignments and use as a hallway pass. Students who lose their planner will be required to purchase another one for \$5.00 in the office.

Phone Usage

The office phone may be used in the morning from 8:00 a.m. until 8:15 a.m., during lunchtime from 11:00 a.m. – 1:00 p.m. and after school. Students who receive phone calls during regular school hours ***will not be allowed to the office to take the phone call, except in an emergency.*** Instead, the office will take a message and get the message to the student so he/she can call during posted times. To promote responsibility, we limit students to call home for lunch money or homework. Please make every effort to arrange transportation or plans ahead of time. Students will not be routinely allowed to call home to ask/change plans.

P.E. Classes

Students in grades 6, 7, and 8 are required to dress out for P.E. to maintain a passing grade. Students will need a pair of black shorts, a red shirt, and a pair of tennis shoes. These things will be kept in their P.E. locker. Students will rent a P.E. lock for \$2.00 for the year.

Students in grades 3-4-5 do not dress out for P.E., but are required to wear a clean pair of tennis shoes to P.E. each day.

Asbestos Hazard Emergency Response Act

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) the Board of Education of District #10 has notified workers, and building occupants and their legal guardians of activities related to asbestos containing building materials in the schools. Previously, District #10 submitted inspection reports and management plans to the Illinois Department of Public Health for approval as is required by the Federal and State Regulations. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the office of each school in the district. Additional information including response actions, post response action activities, re-inspection, and periodic surveillance are also included in the report.

Periodic surveillance activities are conducted to examine the materials identified as asbestos containing and to record any change in condition that might necessitate a change to a specific response action. Periodic surveillance is conducted at least every six (6) months as long as asbestos materials remain in the building.

Where and when projects occur is generally determined by the conditions of the material and accessibility to building occupants.

School maintenance personnel have received the required training.

The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition and will remove asbestos material in compliance with Federal and State regulations and with any planned renovation work as funds become available.

FACILITIES INCLUDE:

Pittsfield High School
Pikeland Community School
Pittsfield South Elementary School

School Dances

School dances are held periodically throughout the school year. The dances are open to grades 6-8, and take place 6:30-9:00p.m. **Please be prompt when picking up your child at 9:00p.m.** These are a privilege to attend and not the right of all students. Some students are asked not to attend based on one or more of the following criteria: absences, behaviors, and suspensions. Students are notified if they are not to attend. Eighth grade homerooms are in charge of the dances. Their duties include selling soda and candy and the clean-up of the area. Clean-up duties include picking up cups and garbage, taking out the trash, mopping the floor especially the spills, and checking the cleanliness of the restrooms. Proceeds from school dances are used to help fund the eighth-grade end-of-year trip to Six Flags near St. Louis, Mo.

Cell phones may be brought to the dances, but they will be checked at the door. Students place their cell phones in the Pride Room. The Pride Room is kept locked at all times. Students will regain control of their cell phones when they are ready to leave the dance.

Integrated Pest Management Policy

Pikeland Community Unit District #10 has an Integrated Pest Management Policy. As required by Illinois law parents/guardians are being notified that periodically pesticides are used as a last resort to control pests. If parents/guardians wish to be placed on a registry to be notified prior to spraying pesticide, they should notify in writing the Board of Education Office, 512 South Madison Street, Pittsfield, Illinois 62363. In addition, a file of hazardous or toxic substances is maintained at each school of the district for the substances used at that school.

Medical

Student Medication

The Pikeland Unit 10 School Board adopted the following policy for administering medicines to students at school. **PLEASE NOTE:** All prescription medicine, which must be taken during school hours, is to be delivered **PERSONALLY** by the parent/guardian to the office at Pikeland Community School.

If a student needs to take prescription medication during the school day, the parent(s)/guardian(s) must obtain a Student Medical Authorization Form from the office. The form must be filled out, and signed by both the parent/guardian and the physician, and then returned to our office. Medication is to be in a current, labeled, dated prescription bottle. It is kept in a locked cabinet in the office, dispensed by school personnel, and logged. The student must take the medication in the presence of school personnel. Special written permission by a parent is needed in the office along with a label from the pharmacy if a student is to carry an inhaler. The office does not keep aspirin, Tylenol, or other over-the-counter medications on

hand for students. The parent/guardian will need to bring those to the office and administer those at the time the student needs them.

The school will not administer over-the-counter medication to students (example: allergy medicine, Tylenol, cough syrup, etc.) unless prescribed by a doctor.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a Student Medical Authorization Form.

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

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

Students with Food Allergies/or Other Medical Concerns

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

If a student has a life-threatening allergy or life-threatening chronic illness, parents/guardians should notify the building principal at 285-9462.

Immunization, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

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

1. Entering kindergarten or the first grade for the first time;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by September 5 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. Out of state students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by September 5, the student must present, by September 5, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15, 2018 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15, 2018.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Communicable Diseases

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

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

Pikeland Community Unit School District #10 Notice of Drug and Alcohol Abuse Prevention Program October 15, 1990

INTRODUCTION

THIS IS AN IMPORTANT NOTICE FOR ALL EMPLOYEES, STUDENTS, AND PARENTS OR GUARDIANS OF STUDENTS.

The Pikeland School District places great importance on eradication of drug and alcohol abuse. Our goal is to prevent alcohol abuse and maintain drug-free schools, campuses and workplaces. As part of our efforts to prevent drug and alcohol abuse, this notice is given to employees, students, and parents or guardians of students.

Eradication of drug and alcohol abuse is a national priority. Recent legislation, including the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), requires educational agencies that accept federal funds or grants to establish alcohol and drug policies and programs consistent with specific federal guidelines. This legislation impacts on our District because we compete for and accept federal funds and grants and receive federal financial aid to distribute to our students. To continue receiving federal funds and grants, we will enforce and implement the policies and programs established.

Copies of all drug and alcohol policies are available from the building principal. Information is also published in our employee and student handbooks.

HEALTH RISKS ARE ASSOCIATED WITH ABUSE

Use of drugs or controlled substances, except under professional supervision and prescription, and abuse of alcohol is dangerous. Drug and alcohol abuse jeopardizes the well being of the individual and the community. Decreased productivity and learning, serious health problems, breakdown of family and social relationships, and strain on personal and societal resources follow abuse.

To assist employees and students to become better aware of risks associated with drug and alcohol abuse, drug education and awareness programs are held from time to time. These programs provide a variety of information including that pertaining to the effects, attitudes, motivations of drug and alcohol use, as well as, how to help yourself or others to prevent or deal with abuse. You should attend these programs and are urged to encourage those you know who may need help to attend as well.

DRUG AND ALCOHOL USE PROHIBITED

Because of the importance we place on drug and alcohol abuse prevention, standards of conduct have been established. Copies of these standards are contained in employee and student handbooks that are provided to all employees and students. These rules, in general, prohibit the unlawful possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, illicit drugs or alcohol by employees and students on property owned, leased, or used by the institution or at its sponsored or supervised activities. These standards of conduct are mandatory and are a condition of your continued employment or attendance in our district.

Employees or students who violate the standards of conduct established are subject to disciplinary action. These sanctions (consistent with local, state, and federal law) include up to and including suspension/expulsion from school or termination of employment and referral for prosecution. Sanctions will be imposed.

CRIMINAL SANCTIONS ALSO EXIST

Not only does violation of drug and alcohol rules jeopardize your status as an employee or student, but also you may be charged criminally under local, state and federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol.

Criminal penalties are significant. Fines, imprisonment, or both may be imposed. Although the penalties are periodically revised, required minimum penalties, including mandatory imprisonment, are common. Loss of a driver or professional license also may follow.

DRUG AND ALCOHOL ABUSE COUNSELING AVAILABLE

Help is available for employees and students who are alcohol or drug abusers. As part of any disciplinary actions, employees or students may be required to participate in a drug or alcohol abuse program. Before disciplinary problems arise, you should consider whether you might need help. A confidential conference can be arranged through the Counseling Center of Pike County.

Programs dealing with drug/alcohol education and prevention have also been established. Employees and students address the legal, social, and health consequences of drug/alcohol use. Information is made available regarding techniques to resist illegal drug/alcohol use.

YOUR COMMENTS AND SUGGESTIONS WELCOMED

We periodically review our policies on drug and alcohol abuse prevention programs. This review is designed to determine the effectiveness of our program, implement changes to the program if they are needed, and ensure that sanctions imposed are consistently enforced. Comments, suggestions, and questions are welcomed and should be directed to the superintendent.

Attendance and Absences

Attendance

Illinois law requires that whoever has custody or control of any child between seven (6) and seventeen (17) years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Attendance Procedures

When a child has seen a physician for an illness, this should be reported to the school by way of a doctor's excuse stating the specific days to be excused. As a child's absences climb, the procedures for dealing with absences are as follows:

1. Notices to parents of students ages 6-17 when absences reach 4+ unexcused, 7+ unexcused/excused, or 9+ unexcused/excused combination.
2. Notice to Regional Office of Education Abolish Chronic Truancy Program when absences reach 6+ unexcused and make contact with parents
3. 2nd Notice to ROE ACT when absences reach 12+ unexcused and make contact with parents
4. 3rd Notice to ROE ACT when absences reach 18+ unexcused and make contact with parents
5. Notice to States Attorney when absences reach 19+ unexcused (High numbers of absences are dealt with and reported on an individual basis.) and make contact with parents

These absences will be charted for the past 180 school days. A new school year does not wipe out accumulated absences.

Student Absences

There are two (2) types of absences: excused and unexcused. Excused absences are as follows: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

Pikeland Community School will not grant an excused absence to a student, after the 7th student absence, without a doctor's note accompanying a student when he/she returns to school.

The school requires documentation explaining the reason for the student's absence. Procedures for returning to school after an absence:

1. A parent or guardian **MUST** call the school at 285-9462 between 8:00 a.m. and 9:00 a.m. to explain the reason for the absence. If a call is not made, a school official will call the home to inquire why the student is not at school.
2. **NO MATTER THE CIRCUMSTANCE, A STUDENT MUST REPORT TO THE OFFICE AFTER AN ABSENCE OF ANY LENGTH BEFORE REPORTING TO CLASS.**
3. Upon returning to school, the student must have a written excuse from his/her parent/guardian to return to school. The written excuse should list specifically the days and the reason for the absence. This note is required for the student to obtain an admit slip to class and to receive credit for missed assignments. Failure to do so will result in an unexcused absence. All information contained in this note will be kept confidential.
4. If there is no note and phone call, the absence is unexcused and missed work may not be allowed to be made up.

5. Parents may call the office before 9 am and ask that work be gathered for their child. They may pick it up in the office after 3:30 pm, though parents/students are responsible for getting textbooks from the locker.
6. When a student is absent, he/she is responsible for making up all class work missed during the absence. The student has as many days as he/she was absent to make up the missed work. (If student misses four (4) days, he/she has four (4) days to turn in make-up work.)
7. In the event that a student attends a partial day, that student is responsible for collecting and turning in assignments before he/she leaves on that day. The exception to this rule is when a student leaves due to severe sickness or other emergencies.
8. Students entering or leaving the building during school hours must sign in or out through the main office.

PIKELAND COMMUNITY SCHOOL WILL NOT GRANT AN EXCUSED ABSENCE TO ANY STUDENT AFTER THAT STUDENT'S 7TH ACCUMULATED DAY OF ABSENCE, UNLESS A DOCTOR'S NOTE ACCOMPANIES THE STUDENT WHEN HE/SHE RETURNS TO SCHOOL.

Tardiness

If a student arrives late to school, he/she must report to the office to sign in. The office will keep track of tardies daily. This includes tardiness to classes throughout the day. Penalties for excessive tardiness (three (3) or more per quarter) will include lunch and after school detentions and Saturday detentions.

Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

Truant Alternative Offering: A truant program is available to students of Pike and Adams County. The Regional Superintendent of Schools through a state grant administers this program.

All Pike County schools participate in the truancy review board. This board is a support for families and is done in cooperation with the state's attorney's office. The objective of this board is to promote good schools attendance.

Make-Up Work

If a student's absence is excused, or if a student is suspended from school, he/she will be permitted to make up any missed work, including homework and tests, for equivalent academic credit. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. **Students who are unexcused from school may not be allowed to make up missed work.**

Grades and Testing

Grade Information

Our core curriculum consists of the following classes: reading, english, math, science, and social studies. Our staff sends quarterly progress reports at the middle of each nine (9) weeks for students earning any D/F at midterm. Students will also receive a report card every nine (9) weeks.

If your child receives an incomplete on his report card, it indicates he/she has not turned in enough material to receive a grade. This is a *very serious* problem. Our policy is a child must make up the missing work to receive a letter grade. Failure to do so could result in retention.

Grading & Promotion

PCS grading scale: A...100-93, B...92-85, C...84-75, D...74-69, F...68 and below.

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The first and third quarter report cards will be mailed home.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

For promotion to the next grade level, grades 3-4 must pass a majority of their academic classes. State law mandates that social promotion is not to occur.

All 5-8 grade students will be required to pass four (4) of the five (5) academic subjects, one of which must be reading, in order to be promoted to the next grade level.

Assignments

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

For grades 3 – 5, when a student has three (3) missing or late assignments, an Office Discipline Referral (ODR) may be issued, and the student will receive a half hour after school detention. If a student has repeated ODRS for missing assignments, he or she may receive an hour detention or even a Saturday detention.

For grades 6 – 8, when a student has a missing or late assignment, an Office Discipline Referral (ODR) may be filled out by the teacher.

Testing and Assessment

All students will take the state assessment provided by state. Third through fifth grade students are also assessed with the DIBELS assessment tool three (3) times a year, and sixth through eighth grade students are assessed with the MAP assessment three (3) times per year.

Discipline

Dress Code

The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of the child. There is appropriate and inappropriate attire for all of life's activities. Keeping these ideas in mind, please help your students adhere to these guidelines.

Allowed

1. Students are to wear clean clothes.
2. Tank tops or muscle shirts must be worn with T-shirts under them.
3. Pants, jeans, shorts are to be worn at the waist. (If pants sag or bag, the students will be given a belt to keep the pants where they belong.)
4. The length of shorts or skirts must be appropriate for the school environment. Appropriate is viewed as not shorter than fingertip length, of the student's longest finger, when arms are extended by the side.
5. Teachers of specific courses where safety or health is a factor may require students to adjust their hair or clothing, or both during that class period.
6. The only visible body piercing jewelry allowed is in the ears.

Not Allowed

1. Tank tops or muscle shirts alone.
2. Tops with an inappropriate neckline or which bare the midriff.
3. Hats, caps, or bandanas in the building.
4. Sunglasses unless there is a medical reason.
5. Wallet chains or dog chains.
6. Shirts with vulgar/suggestive language or designs such as cigarettes, alcohol, identification of drugs, nudity, gang signs, profanity, etc.
7. Pants or jeans below the lower hips with their underwear showing.
8. Pants, shorts, or skirts that have holes above the knees.
9. Short shorts, mini-skirts, or pajama pants.
10. Leggings, exercise pants without an appropriate-length over garment – something fingertip length all the way around. High low shirts may be worn if the front of the pants are covered to fingertip length.
11. Students cannot wear coats in the classrooms.
12. Students cannot carry backpacks from class to class.
13. Visible body piercing jewelry is not to be worn, other than the ears, during the school day or while participating in school activities. Examples: tongue, nose, eyebrow, etc. piercing jewelry will not be allowed. Students will be asked to remove the jewelry during school hours. Repeated violations will be dealt with as a discipline issue.

Student Behavior

Copies of all school student behavior policies may be requested in the school office or the district office.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may

reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes and vaping materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana or 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 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 tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug or 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 controlled substances into the body, and (b) grow, process, store or conceal cannabis or 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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular phone, smart phone, device that links to a smartphone such as an Apple Watch® video recording device, personal digital assistant (PDA), or other electronic devices 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 and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) supervising teacher grants permission; (b) use of the device is provided in a student’s lunch period outside of the building; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 - a. Disciplinary actions for not following silencing cell phone and following policy are as follows:
 - b. 1st Offense – Student’s phone will be taken and given back to the student at the end of the day.
 - c. 2nd Offense- Student’s phone will be taken and parent must pick it up.
 - d. 3rd Offense – Student’s phone will be taken and parent must pick it up and student will earn a Saturday detention. If at any time a student refuses to turn over his/her phone to a staff member, it will result in disciplinary action.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

First Cheating Offense During A School Year:

1. The student will be given a zero for the assignment and a conference with the offending(s) will be held.
2. The office will be notified.
3. Parents of the student will be notified of the offense.
4. Students may receive a detention or suspension.
5. A list of students who have been caught cheating will be compiled.
6. Teachers refer student to his/her counselors.

Second Cheating Offense During a School Year:

1. Students will be sent to the office for the following discipline measures:

- a. The student is immediately ineligible for any outside activity, office, or award for 18 weeks (one semester), following the offense.
 - b. The discipline (including detention/suspension) for a second/subsequent offense is automatic.
9. 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 conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
13. Entering school property or a school facility without proper authorization.
14. 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 other school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. 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.
17. Being involved with a gang or gang like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. 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 is 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.
20. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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.
22. Fighting is never tolerated. Fighting will be interpreted as the exchange of mutual contact, such as pushing, shoving, and hitting with or without injury.

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 student’s 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 product physical or psychological harm to someone else.

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.

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges. (i.e. open campus, extra-curricular participation to name a few)
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damage property.
6. After-school detention or Saturday detention provided the student’s parent/guardian has been notified.
7. Community service. The District will not provide transportation.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State Law.
13. Notifying the juvenile authorizes or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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.

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.

Weapons Prohibition

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 face disciplinary action:

1. A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Detention Policy

Students are given detentions for the following reasons: tardiness, failure to turn in assignments on time, unauthorized absenteeism, and misbehavior. Detention time serves as a reminder that a rule has been broken and hopefully the process will not be repeated. Detention is a time when homework is to be done so bring study material. If you show up without study material, you will be sent to your locker to get study material. Your makeup time will start when you return and occupy your assigned seat.

Lunch Detention Rules:

1. Students assigned a lunch detention are to get their lunch and report immediately to the office. Students are required to bring study or reading material.
2. Students who fail to serve a lunch detention will be assigned additional detention time.

After-School Detention Rules:

1. Students should report to the assigned detention room promptly.
2. Students should have school materials with them and are expected to be busy.
3. No talking. Students should be seated as far apart from one another as possible.
4. No sleeping. If a student sleeps, the unsatisfactory column should be checked on the detention roster. This will result in a Saturday detention.
5. If any of the above rules are violated, the students should be dismissed from the detention room and reason for dismissal shared with administration.

Saturday Detention Rules:

8:30 a.m.- 12:00 p.m. (8:30 – 10:30 for students in grades 3 & 4) If a student is assigned Saturday detention, that student is responsible for following these rules:

1. Students must report no later than 8:30 a.m. to detention. If late, students will be assigned another Saturday detention.
2. Only school work or reading library books are acceptable activities during Saturday detention.
3. No gum, candy, or food allowed. No sleeping at any time.
4. Students are NOT allowed to read magazines or draw aimlessly. Reading or school work only.
5. No talking – a student who wishes to communicate with the teacher in charge will raise his or her hand.
6. A supervised break will take place sometime mid-morning at the teacher's discretion – no longer than 10 or 15 minutes.
7. REMINDER: NO SMOKING on school property at any time.

Any violations of the detention rules shall be reported to the principal on the following Monday morning. The principal may assign additional detention time, including Saturday detention, for violation of rules. A student who misses Saturday detention will lose privileges at school.

FAILURE TO SERVE A DETENTION will result in the student being assigned a Saturday detention. Failure to serve an assigned Saturday detention will result in the withholding of various privileges.

Suspension

Any student who is flagrantly disobedient, insubordinate, or who gives evidence of severe emotional disturbance may be suspended for a period not to exceed ten (10) days on authorization of the school principal. Such suspensions must be reported immediately to the superintendent and the parents, with reasons fully stated. Parents shall have the right to appeal such suspension in keeping with the provisions of the Illinois School Code.

1. Students may be suspended by the principal from any or all extra-curricular activities for indefinite periods of time if gross misconduct is established. Students eligible for transportation may be suspended from using such transportation by the principal. Such suspension must be immediately reported to the superintendent and the parents. Such suspensions must also comply with all due process rights of students.
2. A student may be suspended for five school days from riding all buses, including extracurricular vehicles, if he/she receives three bus disciplinary citations during a single school year. Parents will receive written notification with each citation. Each disciplinary citation beyond three, in a

given single school year, may result in an additional five school day bus riding suspension. Extenuating circumstances, as determined by the administration, may void the aforementioned student bus suspension guidelines. However, if the offense is severe enough, a student may have his/her bus riding privileges revoked upon receipt of his/her first disciplinary citation.

Expulsion

A student may be expelled from school or school transportation services only by the Board of Education, on recommendation of the superintendent, for reasons of gross disobedience or misconduct, based on good and sufficient evidence and in keeping with provisions of the Illinois School Code 10-22.6. Such action must be recorded in the official minutes of the Board of Education.

Re-Engagement of Returning Students

The building principal or designee shall meet with the 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.

Discipline of Student with Disabilities

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and 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.

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered as or that looks like a weapon, shall be expelled for at least one (1) calendar year but no more than two (2) calendar years. The superintendent may modify the expulsion period and the Board may modify the superintendent's determination on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Student Code of Discriminatory Harassment (Bullying)

No person shall harass, intimidate, or bully another person based upon a person's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with

a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. The school's normal disciplinary procedure will be followed in determining the appropriate consequences for the harassment. Students, parents, and staff are encouraged to bring the attention of the principal any instances believed to involve discriminatory harassment. These instances will be investigated.

Bullying, teen dating/violence, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. These behaviors are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment. Preventing students from engaging in these disruptive behaviors is achieved by fully enforcing these Board policies: 7:190 Student Discipline, 7:310 Restrictions on Publications and Written or Electronic Material, and 7:20 Harassment of Student Prohibited. Full implementation of these policies includes providing each student who violates one or more or them with appropriate consequences and remedial action as well as protecting students against retaliation for reporting such conduct. (The policies mentioned above can be accessed at the Pikeland CUSD #10 Board Office or PCS Main Office.)

Threats

Any student who makes a threat (whether verbal, written, or any other form) toward a teacher, administrator, staff member, or any other student will face suspension from school and possible expulsion by the Board of Education. If in the judgment of the principal a threat poses a physical danger to anyone, the police will be immediately notified. Pikeland Unit #10 will not tolerate any known threat to our safe school environment. Teachers, staff members, students, parents, and others are encouraged to inform the administration of any threat.

Discipline Policy

DUE PROCESS

The Board of Education subscribes to the belief that student-staff-board relationship problems should be solved within the school structure. The superintendent is responsible for establishing regular channels of communication among these respective groups, with roles and responsibilities clearly defined. Due process within the schools involves an investigation of the situation, proper notification, provision for hearings, and an adequate opportunity for the student to express his/her views concerning the matter.

GENERAL PHILOSOPHY ON DISCIPLINE

The Board of Education believes that the maintenance of good discipline is essential to the proper achievement of educational goals. In a general sense discipline is here defined as the degree of order maintained, the strategies employed to maintain that order, and the manner in which offenders are to be punished. Since training for effective citizenship is one of the important tasks of education, self-discipline should be the goal for every student in the district.

CLASSROOM REMOVAL

A certified staff member should remove a disruptive student from his/her class. The certified staff member and the building administrator will determine the time interval of removal if longer than one regular class period. It is understood that due process will be granted to each student. Detentions are assigned to students who abuse general school and classroom rules: chewing gum, eating candy, tardy,

inappropriate activity in the classroom, excessive failure to do assigned homework, etc. Lengths of detentions are at the discretion of the teacher assigning the detention.

COOPERATION WITH LAW ENFORCEMENT OFFICERS

School officials will cooperate with law enforcement officers who come to the school premises for purposes of questioning or taking into custody of students who are enrolled in the district. This relationship must be governed by procedures, laws, and judicial decisions designed to protect the legal rights of each student. When law enforcement authorities seek to interview a student, the administration will attempt to contact the student's parent or guardian before allowing the law enforcement agent to interview the student. There may be extenuating circumstances that dictate a parental or guardian contact not be made.

Search and Seizure

To maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities include school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots) as well as personal effects left there by a student 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.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 5 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the bus for a period in excess of 5 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, back packs, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain in the seat facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Be absolutely quiet when approaching a railroad-crossing stop.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. 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.
12. Never run back to the bus, even if you dropped or forgot something.
13. Be courteous to fellow pupils and the bus driver. Treat people as you want to be treated.
14. Help look after the safety of smaller children.
15. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
16. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from bus driver permitting you to cross.
17. Fighting on the bus for anyone involved will mean a written disciplinary notice and could result in an automatic five (5) day suspension from riding the bus.
18. Observe the same rules and regulations on other trips under school sponsorship as you would between home and school. Respect the wishes of the chaperone appointed by the school.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct on the bus.

***A student who receives three (3) written disciplinary notices within the same school year may be suspended from riding all Unit #10 buses for up to five (5) school days. This includes extracurricular buses. Each written disciplinary notice that a child receives beyond three (3), in the same school year, also means that the student may be suspended from riding the bus for five (5) school days.**

Extracurricular

Extracurricular Information and Training Rules

The following penalties for major offenses are the minimum punishments for students who are participating in any school sport or activity. A coach or sponsor has the right to suspend the offending student from the activity for a first offense if the circumstances call for such a suspension.

TOBACCO-USE OR POSSESSION OF TOBACCO (IN ANY FORM)

1. First offense-suspension for one (1) week or 10 percent of contests (whichever is greater) Suspension begins with the first schedule contest after the offense
2. Second offense-suspension from participation for the remainder of that activity's season
3. Third offense-suspension from all extra-curricular activities for one (1) calendar year

DRUGS AND ALCOHOL-POSSESSION OR ABUSE OF

1. First offense-suspension from activity for two weeks or 20 percent of contests (whichever is greater) Suspension begins with the first scheduled contest after offense
2. Second offense-suspension from participation for remainder of that activity's season
3. Third offense-suspension from all extra-curricular activities for one calendar year

COMMITTING A FELONY

1. Suspension from participation for remainder of that activity's season.
2. Suspension from all extra-curricular activities for one calendar year

Administrators or coaches/sponsors must witness, have an admission, or absolute proof of the above listed major offenses before minimum punishments are enforced.

If a violation takes place in the summer or in the off-season, the minimum penalty would be applied to the next activity the student participates in.

Extracurricular Eligibility

When a student is joining an organization or running for some position, he/she should keep the following in mind:

- A. All students participating in any extracurricular activity, athletic or non-athletic, including any elected office, cheerleading and poms, as well as any other club or school-sponsored activity, must maintain in addition to the IESA eligibility requirements a minimum of a passing D grade (accumulative) in every subject.
 1. Grades are averaged weekly for eligibility purposes.
 2. Grades are turned in each week to the principal by 4:00 p.m. on Thursday.
 3. Any D or F is reported.
 4. A student becomes ineligible to participate when earning an F in any academic subject.
 5. Teachers begin turning in eligibility reports after an accumulation of a minimum of five grades.
 6. Participation/non-participation is from Monday through Saturday inclusive.
 7. Every nine (9) weeks grading period starts a new eligibility period.
 8. Students who begin cheerleading will not be eligible to play volleyball.
 9. Consequences of failing grades in regard to extra-curricular activities are governed by Illinois Elementary Schools Association (IESA) rules.
- B. All cheerleaders and poms must have physicals before their first practice. Athletic participants must have a physical before their first practice. They will not be allowed to participate without a current physical and proof of insurance.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sport Concussion Safety Act and all protocols, policies, and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

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

Internet Usage

Internet Acceptable Use

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

Unacceptable Use - The user is responsible for his or her actions and activities involving the network.

Some examples of unacceptable uses are the following:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law
- b. Unauthorized downloading of software
- c. Downloading copyrighted material for other than personal use
- d. Using the network for private financial or commercial gain
- e. Wastefully using resources, such as file space
- f. Hacking or gaining unauthorized access to files, resources, or entities
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
- h. Using another user's account or password
- i. Posting material authored or created by another without his/her consent
- j. Posting anonymous messages
- k. Using the network for commercial or private advertising
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- m. Using the network while access privileges are suspended or revoked

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. All user accounts and passwords are confidential. No one should access another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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