

RECEIPT FOR HANDBOOK

- ☐ I have received and reviewed the student rules and regulations with my child(ren). I will keep it in a designated place at home for future reference.

FIELDTRIP APPROVAL

- ☐ I give permission for South Pekin Grade School to take my children on all regularly scheduled field trips with their class during the school term.

APPROVAL FOR INTERNET ACCESS

- ☐ I give permission for my children to be allowed access to the District's Internet as described in the handbook.

Signature of Parent

Date

Printed Names of Children:

Grade Level

STUDENT ACKNOWLEDGEMENT OF APPROPRIATE INTERNET USE

I understand and will abide by the Authorization of Internet Access as presented in the handbook. I understand that if I do not follow the terms of the Authorization for Electronic Network Access or the policy, my access privileges may be revoked, and school disciplinary action may be taken.

Signature of Student(s)

INTRODUCTION & WELCOME

This booklet has been designed to help parents, guardians, and students be more aware of the processes and procedures associated with South Pekin Grade School. Our goal is for every member of our school community to experience success. Parents, students, and teachers must work together in a spirit of trust and cooperation. We must strive to attain the best learning environment possible, and we must work as a team. As school officials, we will not tolerate behavior that endangers the safety or well-being of others. Gross disobedience (such as fighting, drug/alcohol use, stealing, disrespect, using obscenities, smoking at school, etc.) will not be accepted. We will establish a climate that enables all teachers to teach and all students to learn.

We are dedicated to partnering with students, staff, families, and community members to provide a high-quality education and a safe and nurturing learning environment while advocating for the well-being of all of our students. We believe that all individuals deserve to be treated with dignity and respect. We believe that all students have the ability to reach their fullest potential and become active participants in their own learning. We strive to teach our students the importance of integrity and to challenge them to build character and values that will enable them to make a positive impact on society.

We ask for your support by becoming involved at South Pekin Grade School. It will be a rewarding experience for all of us. After reviewing, please complete the online acknowledgement form. If there are additional questions please call the office (348-3695) or send me an email. Thank you for your cooperation.

Mr. Seth Mingus, Superintendent, District 137

I pledge to always be safe, respectful, responsible, honest, and show pride and good character. I understand that by showing these traits I am improving my school and myself.

South Pekin Grade School has adopted the above pledge for students. We want this school year to be very good for you, both in your academic work and in your activities. To accomplish this, you must do the following:

SHOW RESPECT FOR:

- ❖ All teachers, aides, administrators, secretaries, custodians, cafeteria workers, librarians, bus drivers, and any other adults in our school.
- ❖ All parents.
- ❖ All other students and students' property.
- ❖ All other school property.
- ❖ All school grounds.
- ❖ All textbooks, library books, and school computers, and other equipment.

TAKE RESPONSIBILITY FOR:

- ❖ Being present every day.
- ❖ Not being tardy.
- ❖ Turning in all assignments.
- ❖ Bringing all books and materials to class.
- ❖ Returning all library materials.
- ❖ Keeping your locker and in good condition.
- ❖ Doing all your own work and studying for tests.
- ❖ Returning all required notes and permission slips on time.
- ❖ Obeying all of the school and bus rules as stated in the Student Handbook.
- ❖ Paying all fees on time.

YOU WILL EARN:

- ❖ **SUCCESS**
- ❖ **A POSITIVE SCHOOL YEAR**
- ❖ **ENHANCED SELF-ESTEEM**

ADMISSION OF STUDENTS

The Illinois Board of Education and the South Pekin School Board have established the following guidelines for pupil admission.

- Five (5) years old by September 1 to enroll in Kindergarten.
- All students must be residents of District 137 and be able to verify residency if requested.
- Provide a certified birth certificate, which will be copied and returned to you. The Hospital Copy is not accepted by the State of Illinois.
- 325 ILCS 50/5 Sec. 5. School Duties (b) (1) "Upon enrollment of a student for the first time in a particular elementary or secondary school, that school shall notify in writing the person enrolling the student that within 30 days he must provide either (i) a certified copy of the student's birth certificate or (ii) other reliable proof as determined by the Department (State Police), of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity shall include a passport, visa or other governmental documentation of the child's identity.
- Comply with health record requirements.

RESIDENCY REQUIREMENTS

District 137 Board of Education has the responsibility of educating all students who legally reside within the boundaries of the district. Any person(s) responsible for illegally enrolling the student(s) will be held liable for tuition charges covering the period of illegal enrollment. The District will pursue payment through whatever civil means are available to the District and may consider criminal charges if warranted for theft of services.

VISITING THE SCHOOL

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior. No person on school property or at a school event shall perform any of the following acts:

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

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

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 their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain 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.

ATTENDANCE

Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age 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. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason

as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence included the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

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

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

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

DIAGNOSTIC PROCEDURES FOR IDENTIFYING STUDENT ABSENCES AND SUPPORT SERVICES TO TRUANT OR CHRONICALLY TRUANT STUDENTS

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

This includes written verification of a student's absence due to illness from a physician licensed to practice medicine in the state of Illinois after three (3) consecutive days or after five (5) days within a two (2) week period.

While not as serious as truancy, District 137 discourages avoidable absences. Examples of avoidable absences include vacations or visits with friends and relatives taken during the school year. Parents should notify the Superintendent in writing when an avoidable absence is planned. Teachers are not responsible for instruction of a student following an avoidable absence. Homework requested for pre-approved planned absences is due upon return. Students may request homework for missed days up to a week in advance. Students who stay home (or are sent home) because of a fever will not be allowed to return to school until they are fever free for 24 hours. A student must be in attendance for at least one-half of the school day of a contest in order to participate in a District extracurricular activity. Emergency situations shall be given due consideration.

REPORTING STUDENT ABSENCES

Student absences should be reported **before 9:00 a.m.** **When calling please leave the following information at ext: #100:**

1. Parent's name
2. Student's name
3. Teacher's name/Grade level
4. Reason for absence

When a student is not present at school and the absence has not been reported, the school will call the parent. If parents cannot be reached at their home number, the emergency numbers will then be used.

Make-Up Work Following an Absence

Students will be allowed one (1) day for every day of absence to make up work. Special arrangements will be made for extended periods of illness (beyond five (5) school days) with the teacher and school superintendent. Parents may request homework assignments on the first day of a student's illness with the following restrictions:

1. **Requests must be made by 9:00 a.m.**
2. Work should be picked up at the **end** of the school day.

Since preparing homework to be sent home takes a considerable amount of the teacher's time, we ask that you not request homework when your child is too ill to complete it. Homework will not be sent home if, at the teacher's discretion, the work is inappropriate or requires teacher

direction or explanation.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

TARDINESS

A student shall be considered tardy if he/she is not in class by 8:00 a.m. After 9:00 a.m., a student is considered absent. A student shall also be considered tardy at any time during the school day if the student is not in the assigned classroom or seat at the assigned hour.

A tardy shall be excused for the following reasons:

1. Doctor/Dental appointments.
2. Personal/Family situations (approved by Superintendent).

All other reasons are unexcused- Junior high students will receive a detention every third tardy to a class per quarter. This includes all class periods in the school day.

HEALTH PROGRAM AND MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

ADMINISTRATION OF MEDICAL CANNABIS

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

UNDESIGNATED MEDICATIONS

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

EMERGENCY AID TO STUDENTS

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

If a student is injured or becomes ill at school, parents are called immediately. Parents should advise children of their daily schedule if they are going to be away from home during the day. If parents cannot be contacted and the student's condition necessitates such measures, district will contact emergency contacts listed on the annual registration form. Parents should remind students to wear glasses and/or hearing aids when required.

PHYSICAL AND IMMUNIZATIONS

Section 27-8.1 of the Illinois School Code requires that all students must have a physical examination any time within one year prior to their entrance into kindergarten, sixth, and ninth grades. Further, any child transferring from a state in which no examination was required must meet the provisions of the Illinois School Code. Parents should also keep up the immunization program for their family. SPECIFIC IMMUNIZATION DATES FOR MEASLES, RUBELLA, TETANUS, DIPHTHERIA, POLIOMYELITIS, HEPATITIS B, CHICKEN POX AND WHOOPING COUGH MUST BE LISTED ON THE IMMUNIZATION FORM. Students must have on file in the school office their complete physical examination and immunization forms by **October 15** of the current school year; otherwise, the student will be excluded from school until he/she is in compliance with the Illinois School Code requirements.

DENTAL EXAMINATIONS

All children in Kindergarten, 2nd grade and 6th grade shall present proof on the appropriate form of having been examined by a dentist before May 15 of the school year. If a child in grade 2 and 6 fails to present proof by **May 15** then the school will hold the child's report card until one of the following occurs:

1. The child presents proof of a completed dental examination;
2. The child presents proof that a dental examination will take place within 60 days after May 15; or
3. The parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

VISION SCREENING

All children in Kindergarten shall present proof on the appropriate form of having been examined by an optometrist or ophthalmologist before October 15 of the school year. If a child in Kindergarten fails to present proof by **October 15** then the school will hold the child's report card until one of the following occurs:

1. The child presents proof of a completed vision examination;
4. The child presents proof that a vision examination will take place within 60 days of October 15; or
5. The parents obtain a waiver from the Department of Public Health or provide objection to the vision examination on religious grounds.

410 ILCS205/Child Vision and Hearing Test Act, requires that children in specified age groups receive vision and hearing screening. Public Act 93-0504 requires that a child's parents/guardians be notified in writing before vision screening is done. "Vision screening at school is not a substitute for a complete eye and vision evaluation by an eye doctor." Upon registration, parents will have an opportunity to complete an Authorization for Release of Information for the Tazewell County Health Department granting or denying permission to release the results of the Hearing and Vision Records (and Immunization Records). This authorization remains valid as long as the child is enrolled at South Pekin Grade School.

GENERAL INFORMATION

REPORTING TO PARENT

The student's total education is dependent upon a cooperative working relationship between home and the school. The aim of the school is to provide a working relationship in reporting pupil progress. The reporting system attempts to give an understanding of the ability/achievement and set up a process of parent-teacher planning. The school is primarily interested in the academic progress of the student, but fully realizes that academic growth is difficult or impossible, if physical, social, and emotional aspects are not taken into consideration. With this in mind, the reporting system attempts to give a complete picture of the student. Parents are encouraged to contact teachers regarding concerns about the student's progress.

6-8 GRADING SYSTEM

Students in grades 5-8 will be assessed using a traditional grading system.

A - EXCELLENT

B - GOOD

C - AVERAGE

D - POOR

F - FAILURE

I - INCOMPLETE

P- Pass

An 'Incomplete' (I) is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignment(s). They must be made up within five (5) days.

GRADING SCALE

100%-90%	A
89%-80%	B
79%-70%	C
69%-60%	D
59%-0%	F

ELEMENTARY STANDARDS BASED GRADING SYSTEM

Elementary students will be assessed using a standards based grading system. Each student will receive feedback on his or her progress using a scale of 1-4. The achievement criteria for each rating is below.

- 4- Exceeds Grade Level Standard
- 3- Meets Grade Level Standard
- 2- Approaching Grade Level Standard
- 1- Does Not Meet Grade Level Standard

REPORT CARDS

All students will receive report cards four (4) times per school year. The end of quarter and progress report dates are shown on the school calendar. Also, please contact the teacher if additional information or discussions are needed. Mid-term Pupil Progress Reports (PPR's) will be sent home with students in grades K-4 at appropriate intervals if a child is in danger of failure. Students in Grades 5-8 will receive a Mid-term Pupil Progress Report every quarter.

PROMOTIONS

Normally students progress through school at the rate of one grade per year. However, there are exceptions to this rule since pupils do not learn at the same rate. When a child is not progressing at the normal rate, parents will be notified, and a conference will be requested. Efforts will be made to discover and remedy the causes of the difficulty.

Promotion from one grade to the next is based on the ability and achievement of the pupil. Current State of Illinois law prohibits social promotion, thus pupils can be promoted only under one or more of the following conditions:

- The pupil has satisfactorily completed the work of the current grade and displays evidence of ability to perform in the next grade.
- The pupil, because of limited ability, has mastered the work as well as he/she is able, and would not benefit by repetition of the grade.

Graduation from the eighth grade and awarding of diplomas is based on the accomplishments of the pupil. The diploma states that the pupil "has satisfactorily completed all the requirements for graduation from the eighth grade," and it cannot be granted unless the pupil has actually earned it and is prepared to perform the work of the freshman year of high school successfully.

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form. Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allow parents or guardians to object in writing and/or opt their child out of participation shall not be a reason for disciplinary action or academic penalty to the student.

HONOR ROLL

Students assigned in junior high will be eligible for Honor Roll of Academic Achievement. The Honor Roll listings will follow the report card distribution schedule. Students who have all A's and B's qualify for the honor roll, and students with straight A's will qualify for high honors.

DAILY PHYSICAL EDUCATION

Each K-8 pupil will be scheduled for P.E. class daily.

All students are required to wear gym shoes during class to participate. Boots, sandals, socks or bare feet will not be allowed.

All students are expected to participate on a regular basis. Absence from P.E. participation will be allowed:

- Occasionally -- with a parent note for one (1) day only
- Extended -- with a Doctor's written note.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate

requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the special education portion of the handbook.

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on the student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. Please encourage each pupil to complete his or her assignments and be prepared for each school day. Failure to complete homework will result in ZAP's, behavior detention after 5 (**ZAP count starts over at the end of each quarter**), and then zeroes. Student/Assignment Notebooks are offered to each pupil in grades 5 through 8. **Use of this notebook is highly encouraged. If lost, students may be required to purchase a new one.** Please use the handy communication/organizer to enhance the student's performance (✓ nightly).

Zeroes Aren't Permitted Policy

- Step 1:** Student fails to turn in an assignment or project on time. On time means the assignment is submitted on the day and period it is due. The teacher notifies the student that he or she must complete the assignment.
- Step 2:** Students who receive a ZAP will complete their work in, study hall, detention, Friday detention, or other supervised times.
- Step 3:** The assignment will be collected and returned to the appropriate teacher.
- Step 4:** The teacher will review the assignment for completeness and quality of work.
- Step 5:** A behavior detention will be assigned for every 5th ZAP earned by a student per quarter.
- Step 6:** Excessive ZAPs may result in a mandatory parent conference; ongoing detentions, Friday detentions, and/or other disciplinary options.

LOST AND FOUND

The best assurance against loss and confusion is to label **all** personal property with the owner's name. The loss of an article of value should be reported to the teacher and the school office.

Students who find articles are encouraged to give them to the teacher, or turn them into the office. Quarterly, any unclaimed items will be donated to a local charity.

BREAKFAST AND LUNCH PROGRAM

The school operates a supervised non-profit breakfast and lunch program. Well-balanced meals are served (Breakfast 7:40-7:55 a.m., Lunch at mid-day). The hot lunch includes a meat/meat substitute, vegetables or fruits/juices, bread, milk, and dessert. Students may purchase extra items (ala carte). With the new National School Lunch and Breakfast Program regulations our cafeteria personnel continue to add new menus that include more fruits, vegetables, and grains in order to increase calories, vitamins, and minerals without increasing fat.

KINDERGARTEN-5th GRADE STUDENTS ARE NOT ALLOWED TO BRING SODA AND ENERGY DRINKS TO SCHOOL FOR LUNCH OR FIELD TRIPS. JUNIOR HIGH STUDENTS ARE NOT ALLOWED TO BRING ENGERGY DRINKS TO SCHOOL FOR LUNCH

PAYMENT OF STUDENT MEALS

South Pekin Grade School will again be participating in the Community Eligibility Provision (CEP) program for the 2026-2027 school year. This means that all students enrolled at SPGS will receive a healthy breakfast and lunch at school at no charge each day of this school year. The only items students will need to purchase are ala carte items, extra milks, and water. Students may purchase these in homeroom at the beginning of the school day.

SCHEDULES

Regular Schedule --

Early Childhood

- Morning Session 8:00 am — 10:35 am
- Afternoon Session 12:00 pm — 3:00 pm

Kindergarten through Eighth Grade Students

8:00 am — 3:00 pm

Early Dismissal Schedule --

Usual Early Dismissal Time for **ALL** pupils is 11:15 a.m. Early Dismissals will be noted on the Newsletter and monthly calendar.

STUDENT DROP-OFF AND PICK-UP LOCATION:

We request your cooperation concerning drop-off and pick-up of students before and after school. Parents are allowed to use the U shape

drop off zone in the morning, but will not be permitted to use it to pick students up after school. Parents are not allowed to hold up the drop off line in the morning by getting out of their car to walk their student to the door. Parents who want to do this should park in a parking spot. Please note that the \$200 fine for parking in the "Handicapped Parking" space will be enforced by the South Pekin Village Police Force. Walkers from the east end of town will be crossed at the crosswalk from 3:00 – 3:10 PM.

SPORTS / EXTRACURRICULAR PROGRAMS

South Pekin Grade School offers sports/extracurricular programs for students in grades 5 through 8. They include: cross country, baseball, girls basketball, boys basketball, girls volleyball, scholastic bowl, and boys and girls track. South Pekin Grade School and Rankin Grade School will co-op for cross country. Cheerleading will be for students in grades 6-8. All students in these grades are allowed to participate in interscholastic sports with both a sports physical and parental permission slip being required. The team/squad sponsor prescribes the exact rules and regulations. All students participating or attending extracurricular events must maintain eligibility requirements. South Pekin Grade School may offer 3rd and 4th grade students the opportunity to play on a travel basketball team. Participation is based on a tryout and may vary from year to year.

SPORTSMANSHIP

All fans (children and adults) should show good sportsmanship at events involving South Pekin Grade School. Unruly behavior or incidents will result in removal from District sponsored activities for Students and Adults. Sportsmanship is contagious -- Use it at all SPGS events!

STUDENT GOVERNMENT (Student Council)

Students in grades 6-8 will form a Student Council, by the election process, and serve the school and community with service projects.

USE OF SCHOOL TELEPHONES

Children will not be called to the phone during school hours except in cases of extreme emergency; however, messages will be taken and given to the children. In emergencies, pupils may use the office phone for contacting parents, but only with staff approval. **Please call before 2:30 PM for Bus Information Changes (to request students ride or not).**

TESTING PROGRAM

The objective of the testing program is to aid in diagnosing a student's strengths and weaknesses and to evaluate the overall instructional program. NWEA MAP and Fastbridge benchmarking testing for Mathematics and Reading will be given in the fall, winter, and spring. The state assessment will be given to all 3rd – 8th grade students in March or April according to the state testing schedule. Results will be provided to parents at report card time.

REGISTRATION FEES

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. Textbook Rental fees are due upon registration. The fee for a student in Pre-K is \$30.00. The fee for K-4th grade students is \$60.00. The fee for 5th-8th grade students is \$75. Book rental paid after October 31 may result in a **doubling of the fee**. There is a discount for families with more than one child in school. (First/oldest child pays full price, second child receives a \$5.00 discount, third child receives a \$10.00 discount, etc.). Parents will be responsible for the replacement cost of any damaged or lost textbooks. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

LOCKERS

Students may be issued lockers and/or padlocks to secure their belongings. The padlocks should be secured at all times. **If a student loses the padlock, there is a \$5.00 replacement fee.** The lockers are the property of South Pekin Grade School and may be inspected at any time.

PESTICIDE REGISTRATION

District 137 has an Integrated Pest Management (IPM) Plan with American Pest Control which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately we will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

NOTE: We have attempted to avoid all pesticides and use a 'bait and trap' system with monthly monitoring.

ASBESTOS

District 137 has Asbestos Containing Building Materials (ACM) in the building. Unless disturbed, these materials are in good condition and pose no hazard. District 137 adheres to the requirements for routine inspection of the Asbestos Containing Materials.

PREVENTION OF ANAPHYLAXIS

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

FAITH'S LAW NOTIFICATIONS

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

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board or superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

SCHOOL CANCELLATION

If school is canceled due to weather or mechanical problems, **please do not call the school, teachers, or staff.** Through the contact information provided to the District, you will receive a telephone call and/or text message from our calling system. Please watch area television stations for updated information. Every effort will be made to cancel classes by 6:30 a.m. The following local television stations will be notified: Channels 19, 25, and 31. In the event that multiple emergency days are used, South Pekin Grade School may make up days during Spring break.

E-LEARNING/REMOTE LEARNING

Depending on the circumstances, rather than canceling classes due to extreme cold temperatures and/or snow, the District may elect to implement E-Learning Days. Information regarding E-Learning/Remote Learning can be found on the District's website.

WEATHER - STUDENTS OUTSIDE

Fifteen-degree wind chill factor will determine recess activities outside. No student will be allowed outside with a wind chill of 15 degrees or below, if it is raining or snowing, or if playground conditions are too wet or snowy. Please dress your student accordingly. Unless there are extenuating circumstances all students will play outside.

WEEKLY SCHOOL NEWSLETTER

A weekly newsletter will be sent to all parents/guardians through Skyward on Fridays. The newsletter will include highlights from the week as well as information about upcoming events.

PARENT-TEACHER ORGANIZATION (P.T.O.)

The Parent-Teacher Organization (P.T.O.) provides a school service and activity group. For more information contact the school office. Be an active participant of school-related activities. Meeting dates will be advertised.

HEAD LICE

Students will be periodically checked for head lice. To prevent infestation at school, students who have head lice will be excluded from school until they have been treated and have no visible nits. South Pekin Grade School has adopted a "NO NIT" policy. The guidelines detailed on the "[Notice to Parents – Evidence of Head Lice](#)" must be followed. **Parents are required** to bring their child to school and wait until they are examined in the office. Students must be free of lice and nits before they will be readmitted to their classroom. If nits or live lice are still present, the child must return home for removal of the nits or lice.

DISCIPLINE

Teachers and Teacher Aides shall secure and maintain such order and discipline in their rooms (corridors, gymnasium, cafeteria, etc.) and classes as will promote a suitable atmosphere for learning. Discipline is to contribute toward the continuous growth of pupils.

The objectives of discipline, in general, are:

- To foster an appreciation of order as a necessary condition of living and working.
- To develop self-control in the interest of good living and as an obligation each pupil owes others.
- To teach respect for proper authority, whether that authority is a person, group, or specified rules and regulations.
- To increase the ability for assuming responsibility and sharing in problem solving for the group.
- To develop the ability to exercise freedom wisely and without abuse.
- To assure no child will be bullied physically, emotionally, and/or verbally.

RULES & REGULATIONS OF DISTRICT 137

ALL STUDENTS SHOULD SHOW RESPECT TO EACH OTHER, EACH OTHER'S PROPERTY, AND ALL STAFF MEMBERS

NOTE: The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of remote or e-learning.

STUDENT DRESS

LANGUAGE REGARDING CLOTHING AND GROOMING GENERALLY APPLIES TO GRADES 6-8

1. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.
2. Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene, which is distractive or disruptive in appearance (**No mohawks or unnatural hair coloring**), or is detrimental to the purpose or conduct of the school will not be permitted.
3. Clothing **of reasonable fit** in the appropriate season will be permitted (there are to be no visible undergarments). For safety reasons alone, students will be requested to use all fasteners on their clothing, or to remove certain items of jewelry before physical activity (no dangling earrings below the jaw line will be permitted).
4. Students may have their ears and nose pierced (stud only). No other body piercing (tongue, eyebrow, belly button, no plugs, no gauges, etc), visible tattoos (**fake tattoos are discouraged**), or writing on the skin will be permitted.
5. Shorts, tank tops, sandals, slides and flip-flops may only be worn during the 1st and 4th Quarters, unless weather permits and the Superintendent has given approval
6. Shorts and skirts must be a reasonable fit and length.
7. Shirts that are open on the side and/or expose a student's shoulders or cleavage are not allowed
8. Spaghetti strap tops, tube tops, halter tops, bare midriffs, plunging neck lines, shirts may not be tied up, or similar inappropriate attire are **NOT** allowed (when seated, students should have **no exposed skin** at the waist/midriff/back)
9. No pajamawear is to be worn to school unless it is on a designated day for School Spirit.
10. Heelies (shoes with wheels) are **NOT** allowed. We discourage students from wearing footwear that could be hazardous to their safety (clogs, sandals, etc).
11. Hats, 'dew rags' and sweatbands are **NOT** to be worn in the building.
12. Clothing with pictures or lettering associated with drugs, alcohol, tobacco, or off-color messages that are not in keeping with a wholesome school atmosphere are **NOT** to be worn
13. If students come to school inappropriately dressed, alternate clothing will be provided to wear if the student is unable to contact someone at home to bring replacement clothing. Excessive holes in jeans with skin showing will result in a phone call home for alternate clothing.

PLAYGROUND RULES

1. No food or drink allowed.
2. Stay in designated areas.
3. No littering - use trashcans.
4. No fighting OR rough playing. Keep your hands to yourself.
5. If injured on school premises, inform supervisor on duty immediately.
6. No snowball throwing.
7. No rocks in hands.
8. Use playground equipment properly.

GENERAL RULES

1. Safety Patrol/School Crossing Rules --
 - a. Cross at the designated areas only.
 - b. Obey student patrols and school supervisor.

- c. Walk bicycles across the road and railroad tracks.
2. Skateboards must be walked to the office once on school property. Riding skateboards on school property is not allowed.
3. Quiet at all times in the building - no yelling.
4. No running - walk.
5. Keep your hands to yourself (off of other students and their property) - no horseplay.
6. No public display of affection.
7. No profanity or derogatory racial comments, inappropriate language, verbal harassments or threats.
8. No eating on the bus to and from school or in the halls, only in the cafeteria.
9. No bullying/harassing other students.
10. No theft of personal or school property. South Pekin Grade School is not responsible for lost or stolen items.
11. Permanent markers are not allowed.
12. Gum is not allowed to be chewed during the school day.
13. Cell Phones/iPods and other electronic devices in school are discouraged. If parents require their child to have a cell phone for after-school use, the cell phone must be turned off and in their book bag in their locker. Please note that the District does not guarantee security of items brought to school.

GROSS DISOBEDIENCE OR MISCONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
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, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - 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. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use

of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, though the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined by State Law.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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.

ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT

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

CORPORAL PUNISHMENT

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State Law.

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

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

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 expelled for a period of not less than one year but not more than 2 calendar years: (1) A firearm, meaning 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 alikes" 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.

GANG & GANG ACTIVITY PROHIBITED

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

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

ENGAGEMENT OF RETURNING STUDENTS

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

DISCIPLINE OPTIONS

- **Loss of Privileges**
- **Disciplinary Conference**
 - o The student will be required to meet with principal or his designee to discuss behavior expectations.
- **Demerits**
 - o Demerits are given for minor infractions
 - o On the 5th demerit the student earns a detention (**demerit count starts over at the end of each quarter**).
- **Lunch Detention**
 - o Teachers or administrators may assign lunch detentions
 - o Two lunch detentions is the equivalent of one after school detention
- **Detention** (Transportation of a child serving detention is the responsibility of the parent/guardian)
 - o Staff may assign detentions
 - o Detention time will be doubled if the detention is not served. Failure to meet this additional detention may result in more severe disciplinary action. Students may not attend extra-curricular activities as a spectator the day that they have a detention.
 - o Detentions are to be served 3:00 – 4:00 Tuesdays-Thursdays
- **Friday Detention** (Transportation of a child serving detention is the responsibility of the parent/guardian)-
 - o Administrators will assign detentions. Detention time will be doubled if the detention is not served. Failure to meet this additional detention may result in more severe disciplinary action. Students may not attend extra-curricular activities as a spectator the day that they have a detention.
 - o Detentions are to be served 3:00 – 5:00 Friday
- **In-School Suspension –**
 - o The student will be removed from all classes and be required to complete classroom assignments in a designated area of the building.
 - o Students may not attend and/or participate in any extra-curricular event. Full credit will be given for work completed.
- **Out of School Suspension –**
 - o The student must leave school property and remain away for the time of the suspension.
 - o This includes attendance and participation in any extra-curricular event.
 - o Students will be given an unexcused absence but allowed make-up privileges at the discretion of the teacher.
- **Expulsion –**
 - o The Board of Education may expel a student upon a finding that the student has been guilty of gross disobedience or misconduct.
 - o Expulsion is the exclusion of a student from school for a period of more than 10 days.

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. Students who are suspended have the right (upon parent request) to appeal the administration's decision to the school board. Appeals will be heard in a timely manner. Students who are recommended for expulsion have the right of due process. This includes a hearing before the Board of Education, notification of hearing by certified mail, and ability to cross examine witnesses. Parents/guardians have the right to bring legal counsel to suspension and expulsion hearings.

SOCIAL MEDIA AND PASSWORDS

School officials may not request or require a student or his or her parent(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of social network websites include Facebook, Instagram, Twitter, and Snapchat.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's social networking account/website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

BICYCLE SAFETY

Riding a bicycle to school is a privilege, which requires responsible behavior and the practice of safety rules. Bicycles may be ridden to the edge of school property, walked to the designated parking areas, and locked. We strongly recommend that kindergarten and first grade students do not ride bicycles to school.

BUS RULES AND REGULATIONS

Eligible students will be assigned to a bus to transport them to and from classes each day. The bus will be arriving at your child's designated pick-up area at the same time every day. Please have your child at his/her stop at the proper time and ready to board the bus.

EARLY CHILDHOOD AND KINDERGARTEN STUDENT DROP OFF INFORMATION

It is the practice and policy of the school to require the bus/~~van~~ driver to make certain someone is home before letting the early childhood students off of the bus. This is to protect your child. Therefore, we ask that you please come outside or to the door and wave at the driver signifying that someone is home. If no one is at home, the child will be returned to the school and the parent will be called. It is the practice and policy of the school to require someone 12 years old or older to pick up or walk kindergarten students home. Kindergarten students will not be released to anyone under the age of 12. This is to protect your child.

BUS RULES

The following is a list of Rules & Regulations, which we feel are necessary to maintain order on the bus and thereby assure safe transportation.

1. Students must remain seated at **all** times when vehicle is in motion.
2. No fighting, shoving, or scuffling will be allowed on the vehicles. (Keep hands to yourself and your feet out of the aisles.)
3. Students are not allowed to throw paper wads or any other objects while on the vehicle.
4. Profanity will not be allowed on the bus.
5. Students are not allowed to eat or drink on the bus.
6. Parents will be held responsible for any damage done to the vehicle by their child and must make restitution.
7. The driver has the authority to seat bus riders wherever he/she feels it is necessary.
8. In the event it is necessary to enforce the rules for the riders, we wish to advise parents and students the following could happen depending on the severity of the incident. Final decisions regarding consequences will be at the discretion of the Superintendent/Principal:
 - a. OFFENSE #1 – Verbal Warning to the student, and possible detention
 - b. OFFENSE #2 - Grades K-5 - Loss of school day privileges / Grades 6-8 - A minimum of one detention
 - c. OFFENSE #3 - Suspension of bus riding privilege.
9. For the safety of the student, a signed note from parents must be presented to homeroom teacher in the morning for each day of rider changes so the office may issue an appropriate pass.
10. **VIDEO CAMERAS** have been installed in the buses. Students should be aware that their behavior is being monitored and should the need arise the video will be used as evidence.

Cooperation with the driver by parents and students will make it possible to provide the best and safest service for all riders.

DISTRICT 137 RIGHTS & RESPONSIBILITIES

SEXUAL HARASSMENT

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with a teacher or the principal. An

allegation that one student was sexually harassed by another shall be referred to the principal.

HARRASSMENT AND TEEN DATING VIOLENCE

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy, physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Nondiscrimination Coordinator:

Name

Tara Zaayenga

Address

206 Main Street, South Pekin, IL

Phone Number

309-348-3695

Email Address

tzaayenga@spgs.net

Complaint Managers:

Name

Seth Mingus

Address

206 Main Street, South Pekin, IL

Phone Number

309-348-3695

Email Address

smingus@spgs.net

Name

Mary Hudson

Address

206 Main Street, South Pekin, IL

Phone Number

309-348-3695

Email Address

mHUDSON@spgs.net

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

STUDENTS WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence. In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan. An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person:

Mary Hudson

206 W. Main Street, South Pekin, IL
aschwartz@spgs.net
309-348-3695

Nondiscrimination Coordinator:
Seth Mingus
206 W. Main Street, South Pekin, IL
smingus@spgs.net
309-348-3695

Complaint Manager:
Seth Mingus
206 W. Main Street, South Pekin, IL
smingus@spgs.net
309-348-3695

Title IX Coordinator:
Tara Zaayenga
206 W. Main Street, South Pekin, IL
tzaayenga@spgs.net
309-348-3695

Complaint Manager:
Tara Zaayenga
206 W. Main Street, South Pekin, IL
tzaayenga@spgs.net
309-348-3695

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school office. ADD PHONE NUMBER

HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

EQUAL EDUCATIONAL OPPORTUNITIES - SEX EQUITY

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Mr. Seth Mingus.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent, and thereafter, to the State Superintendent of Education.

SECTION 504 OF THE REHABILITATION ACT OF 1973

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

SPECIAL EDUCATION

SPECIAL EDUCATION

Any child, ages 3-15 (or graduation), which legally resides and is enrolled in the school district is eligible for special education services if the child is determined to have a disability that results in an adverse effect on his/her education. These services are mandated by Article 14 of the School Code of Illinois, its implementing regulations and the federal law, Individuals with Disabilities Education Act (IDEA). Upon request, parents/guardians may receive a copy of the Illinois State Board of Education's regulations on special education services and their rights. The need for special education and related services must be determined at an IEP Team meeting following a comprehensive case study evaluation.

The educational rights of students with disabilities are reviewed with parents before an evaluation is conducted. Parental consent is necessary for evaluation and initial placement.

Categories for eligibility include: Autism, Deafness, Deaf-blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Impairment, Multiple disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech/Language Impairment, Traumatic Brain Injury and Visual Impairment.

BEHAVIORAL INTERVENTIONS

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

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

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

ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT

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

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

CHILD FIND

The school district provides a semi-annual screening of all children between the ages of Birth and 5, annual hearing and vision screening, speech and language screening upon initial enrollment in school, and ongoing annual screening by teachers and other professional personnel for referral of those children who exhibit problems which interfere with their educational progress.

REFERRAL PROCEDURES

Prior to a special education referral, interventions must occur that include collaboration between teachers, parents and other concerned parties to design and implement strategies that address a child's deficit areas. Use of intervention strategies includes design, implementation, data keeping and review. If a student continues to struggle following the documentation of several intervention strategies, a special education referral may be appropriate. Referrals after interventions have been attempted may be made through the building principal by school district personnel, the parents of the child, persons having primary care and custody, or the State Board of Education when there is reason to believe that a child may require special education services.

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION

South Pekin Grade School District 137 is a member of the Tazewell-Mason Counties Special Education Association (TMCSEA). Special services are provided for individuals ages 3 through 21 (through age 15 or graduation from 8th grade at South Pekin Grade School) in terms of evaluation and specialized educational programs where needed. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education.

Families living in the district who find a need for special services as noted should contact the school for information.

For Parents or Guardians of Special Education Pupils:

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, South Pekin Grade School District 137 will claim Medicaid reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing.

BEHAVIORAL INTERVENTION POLICY & PROCEDURES

PURPOSE

The purpose of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to principals and teachers of students who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn.

DEFINITIONS

A. Behavioral intervention

A "behavioral intervention" is an intervention, which addresses an unacceptable behavior of a student.

B. Behavioral intervention plan may be generalized or individualized.

1. A *general* BIP is the plan of behavioral interventions inherent in the program(s) in which the District serves its students. The general BIP is set forth in the District's:
 - (a) Discipline policy and procedures and parent-student handbook, subject to the limitations of the law on discipline of children with disabilities; and/or
 - (b) Special education program description(s) and practices.
2. An *individualized* BIP is a written plan of one or more behavioral interventions, individualized to the need(s) of a student who requires behavioral intervention, which:
 - (a) Addresses only unacceptable behavior caused by the student's disability;
 - (b) Supplements and/or is in lieu of part or all of the general BIP which the District has for the student; and
 - (c) Is required to be a part of said student's individualized education program or Section 504 plan (hereafter collectively, "IEP").

C. Restrictive behavioral intervention

"Restrictive behavioral intervention" is one of the following behavioral interventions:

1. Drop from course, in-school suspension, out-of-school suspension, expulsion;
2. Inhibiting devices, manual restraints, search of student, time-out (isolation/quiet room), and mechanical restraints (excluded restraints prescribed by physician or used as a safety procedure for transportation).

D. Student who requires behavioral intervention

"Student who requires behavioral intervention" is a District student with a disability who:

1. By reason of the disability, requires special education and/or a related service; and
2. Has difficulty conforming to acceptable behavior patterns.

GOVERNANCE

The Board of Education will maintain a committee for the purpose of:

- A. Reviewing the modifications, if any, made from time to time by the Illinois State Board of Education (ISBE") to the Behavioral Interventions in Schools: *Guidelines for Development of District Policies for Students with Disabilities*.
- B. In the course of the aforesaid review, obtaining the advice of at least one:
 1. Parent with a student with a disability;
 2. Other parent;
 3. Teacher;
 4. Administrator;
 5. Advocate for a person with a disability; and
 6. Individual with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities

STUDENT RECORDS

STUDENT RECORDS

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

The permanent record shall include:

- Basic identifying information
- Academic transcripts
- Attendance record

- Accident and health reports
- Scores received on the achievement tests
- Honors and awards
- School-sponsored activities and athletics.

The temporary record may include:

- Family background
- Intelligence and aptitude scores
- Special Education files including psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension or other punishment for misconduct involving drugs, weapons or bodily harm to another.
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education

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

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

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

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered

into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

5. The right to prohibit the release of directory information.

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

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

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

The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

ACCESS TO ELECTRONIC NETWORKS

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

Terms and Conditions

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

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

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the

District's educational objectives, or (b) for legitimate business use.

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

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

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or 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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

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

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

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

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

such as viruses and spyware.

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

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

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

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

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

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

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

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

USING A PHOTOGRAPH OR VIDEO RECORDING OF A STUDENT

Pictures of Unnamed Students:

Students may occasionally appear in photographs and recordings taken by school staff members, other students, or other individuals authorized by the Administration. The school may use these pictures, without identifying the student in various publications, including the school yearbook, school newspaper and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students:

Many times, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order to publish a picture with a student identified by name, a parent or guardian must sign a consent form. Please sign the receipt page to allow the school to publish and otherwise use photographs and videotapes with your child or ward identified, while he or she is enrolled in this school.

Pictures of Students Taken by Non-School Agencies:

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

ANTI-BULLYING POLICY

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

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

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

Nondiscrimination Coordinator:

Name

Tara Zaayenga

Address

206 Main Street, South Pekin, IL

Phone Number

309-348-3695

Email Address

tzaayenga@spgs.net

Complaint Managers:

Name

Seth Mingus

Address

206 Main Street, South Pekin, IL

Phone Number

309-348-3695

Email Address

smingus@spgs.net

Name

Mary Hudson

Address

206 Main Street, South Pekin, IL

Phone Number

309-348-3695

Email Address

mHUDSON@spgs.net

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

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

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

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

Student Athletic Code Handbook

The primary purpose of the athletic program in the South Pekin Grade School is to promote the physical, mental, social, emotional and moral well being of the participants. We hope that athletics in our school will be a positive force in preparing our young people for an enriching and vital role in our society. The athletic program is considered an important and integral part of the total school program and is open to participation by all students in 5th – 8th grade. Voluntary participation ensures, the athlete gives time, energy and loyalty to the athletic program.

The student also accepts the training rules, regulations, and responsibilities that are unique to an athletic program. In order to contribute to the good of the program, the athlete must assume these obligations as the role demands sacrifices not required of other students. In addition to the Student Athletic Code Handbook, student athletes are also governed by the discipline code of the the school.

Athletic Department Mission Statement

The mission for South Pekin Athletics is to provide a competitive and developmental athletic program, while promoting and embodying the ideals of teamwork, sportsmanship, hard work, self-discipline, and commitment. Developing the student athlete's character through a positive and supportive environment increases self-confidence and therefore is essential to personal success.

Athletic Department Philosophy

The South Pekin Athletic Philosophy is one that encourages and allows for participation by all students. We aim to promote character and teach many values to our students. Among the values that help our athletes and competitors to become responsible adults include sportsmanship, leadership on and off the field, commitment to one's team, critical thinking during practice and competition, time management, self-discipline, and enjoyment. We believe that students will gain these and other values by taking part in the South Pekin athletic program throughout their career. Our goal is to challenge our student athletes to strive to be their best on and off the field. In truth, what really is important about athletics is to have fun, to fight adversity, to risk failure, to get up when you are knocked down, to compete as hard as you can, not to use excuses, and to learn how to win and lose gracefully.

Athletic Offerings

FALL

Girls' Softball

Boys' Baseball

Boys' Cross Country (CO-OP with Rankin, we host)

Girls' Cross Country (CO-OP with Rankin, we host)

WINTER

Boys' Basketball

Girls' Basketball

Cheerleading

Girls' Volleyball

SPRING

Boys' Track and Field

Girls' Track and Field

****Student Athletes should consider time, interests, academic responsibilities, and team requirements before committing to a team. Some middle school sports are very competitive and team selection and playing time cannot be guaranteed.**

Middle School Athletic Goals

The role of interscholastic athletics is to provide educational experiences in the framework of competitive athletics. By focusing on educational outcomes and student learning, athletics can provide avenues for physical, emotional, and intellectual growth. The educational outcomes for participation in athletics are as follows:

- A. Physical Growth
 - a. Achieving personal fitness
 - b. Learning to cope with stress
 - c. Learning participation skills
 - d. Learning good health habits
- B. Emotional Growth
 - a. Gaining self-confidence, self-worth, and self-discipline
 - b. Learning to accept criticism
 - c. Learning to accept success and failure
 - d. Learning a sense of pride in achievement
- C. Social Growth
 - a. Developing interpersonal relationship skills
 - b. Developing a sense of responsibility to a group
 - c. Learning to win and lose graciously
 - d. Learning sportsmanship and fair play
 - e. Learning respect for teams, opponents, coaches, and officials
 - f. Representing yourself, your team, and your school in a positive manner
- D. Intellectual Growth
 - a. Learning commitment to a goal
 - b. Learning time management skills
 - c. Developing skills and strategies to support academic and athletic achievement

Athletics at South Pekin Grade School will promote participation of the student body in more than one activity. The athletic programs will focus on teaching the rules of the game, and help to enhance the student's education by teaching the following principles:

Sportsmanship
Teamwork
Integrity
Discipline
Judgment
Decisiveness
Initiative
Commitment

SECTION I
Rules and Regulations for Student Athletes

It is important to recognize that while participating in interscholastic athletics, athletes are still governed by school rules and policy. Students may receive disciplinary action such as detention, suspension or expulsion for offenses committed during athletic play.

- A. **IESA Rules** followed as minimal regulations where more stringent district, league, school or team rules are not specified.
- B. **Duration of the Athletic Code** The rules and regulations in this code shall apply to any violations from the time that a student athlete becomes eligible for participation in athletic contests sponsored by the school until the student athlete leaves South Pekin. **The code of conduct for athletes is in effect 7 days a week, 24 hours a day, year round.**
- C. **Supplemental Rules and Regulations** Supplemental rules and regulations unique to a given sport may be implemented upon the approval of the principal and athletic director provided that they are not in conflict with the athletic or student codes. These rules will be presented to participants in writing prior to the start of the season, except under special circumstances as approved by the athletic director. Violation of these rules may be cause for disciplinary action by the coach or principal.
- D. **Conduct of the Athlete** Any civil law infraction, arrest, vandalism associated with athletic equipment and facilities or conduct by a student athlete determined by school to be detrimental to the athletic program, school, or school district can result in disciplinary action as severe as dismissal from the team.
- E. **Hazing** South Pekin Athletic Department does not condone, nor will we tolerate the hazing of students involved in any athletic activity on or off of school property.
 - 1. Any and all reported incidents of hazing will be investigated by the administration on an individual basis. Any student who is found to have participated in the hazing of another student will be disciplined. The disciplinary action will include a meeting with the student and their parent/guardian and may be as severe as expulsion from school and a permanent loss of athletic privileges at SPGS.
 - 2. Hazing is defined as any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:
 - A. illegal activity;
 - B. physical punishment or infliction of pain;
 - C. intentional humiliation or embarrassment;
 - D. dangerous activity
 - E. activity likely to cause mental or psychological stress;
 - F. forced detention or kidnapping;
 - G. undressing or otherwise exposing initiates.
- F. **Sportsmanship/Language/Conduct** Athletes must exhibit good sportsmanship both in and out of competition by showing respect for opponents, officials, coaches and other people.

****Any student who is ejected from a contest will be ineligible for participation in the next contest. Athletes may be subject to additional discipline deemed appropriate by the superintendent.**

G. Alcohol, Drug, and Tobacco Use The possession or use of alcoholic beverages, drugs, or tobacco products shall fall under the following regulations which pertain to all students involved on an athletic team. *(Note: Student athletes are expected to avoid association at activities where the illegal use of alcohol or drugs is present. The student athlete must make a conscious effort to leave the area or situation when they realize that a controlled substance is being used or is in their presence.)*

1. Athletes will be disciplined whenever referral made to the coach and/or school administration based on (1) being caught in the act by school personnel, parents, or authorities (2) police report or court action brought to the attention of school personnel (3) self-admittance resulting from investigation of an incident.
2. Violation of the rule involving the possession, association with, or use of alcoholic beverages, drugs, or tobacco products will result in the following:

First Offense: Dismissal from the athletic team. The dismissal may be waived at a reinstatement hearing set by the building principal or their designee involving the athlete, the parent or guardian. The athlete and parents must have enrolled the student athlete in a school approved program providing assessment and treatment for substance abuse related problems. The school district will not be financially responsible for enrollment in this program. Upon notification of enrollment in an approved program by one of the program's counselors, the athlete may be reinstated to team membership status after serving a suspension from all team activities for a period of 14 days. There will be no guarantee of playing time upon the athlete's return from suspension.

Second Offense: An athlete involved in a second offense will be suspended from athletic participation for one calendar year.

H. Student Athlete Conduct In School Athletes are expected to adhere to all school rules and regulations. Failure to comply with school and individual classroom rules may result in disciplinary action by the athletic department, coach or principal.

I. School Issued Discipline Suspensions: Athletes suspended from school (whether In-School or Out-of-School) are not permitted to attend practices or games at any facility, home or away, during the period of their suspension. Practices and/or games missed due to suspension will count as unexcused absences, and therefore could lead to dismissal from the team.

Detentions and Saturday School: Athletes who receive a detention or Friday School for misbehavior will not be allowed to participate in their next scheduled competition. If an athlete is participating in two sports, he or she will sit out of a competition in both activities.

Cumulative Discipline: If an athlete receives three school issued disciplines for misbehavior (detentions, Friday schools, suspensions) during any athletic season, he or she will be removed from the team.

J. School Attendance on Day of Contest To participate in a contest, students must have attended half of the school day of the contest. Prior arrangement must be made with the athletic director or his or her designee if a student must be absent any part of the day of a contest before the player is permitted to participate.

K. Attendance at Mandatory Events Unexcused absences: detentions, non-approved appointments/excuses (haircut, birthday parties, not having a ride, etc), absences due to other school discipline, tardiness to practice and/or competitions will be handled by the coach and will result in dismissal from the team on the 3rd unexcused absence. The coach of each sport will decide the practice time for each sport. Parents should be prompt in picking their child up at the end of practice/games.

****Missing Games- 2 Unexcused (1st Benched for next game- must attend, 2nd dismissal from the team.**

- L. Sunday/Holiday Practices** Sundays should remain a day free of student activity.
- M. Practices on Inclement Weather Days** At no time will the Athletic Department demand that an athlete place their safety or the safety of anyone else in jeopardy. Practice sessions will not be held on days that school has been cancelled because of inclement weather unless the athletic director has given clearance. If practice is allowed, it will be considered non-mandatory. Practices scheduled over holiday breaks shall not be considered mandatory.
- N. Participation in More Than One Sport** Once an athlete has started practicing in a sport, they may not change to another sport during that season without permission from the athletic director and both coaches. If an athlete is cut from a team in one sport, they are able to try out for a team in another sport. Once an athlete begins a sport, he or she should complete it. If an athlete is participating in two sports and quits one in the middle of the season, he or she will not be allowed to compete in the later occurring sport until the sport he or she quit is completed.
- O. School Equipment-**
It is the responsibility of the student athlete to return all school issued equipment to the appropriate coach within one week of the last team event. Equipment should be returned clean and any needed repairs noted at return. Any lost, stolen, damaged or non-returned equipment and uniforms are the financial responsibility of the student. They will not be permitted to participate in any other extracurricular activity or walk at graduation until equipment is returned or reimbursement is made.
- P. Athlete Appearance** Athletes are expected to wear clean uniforms and to adhere to the district's expectations for personal grooming practices. Boy's haircuts are expected to include hair that is off of the neck and out of their eyes. The coach will provide a physical example if necessary.
- Q. Uniform Care** Uniforms are school property and, as such, students are expected to care for them responsibly. Students are to change into and out of the uniform at the game. No piece of the uniform is ever to be worn outside of school or at any practice. Charges will be assessed if the uniform is damaged.

SECTION II

Eligibility for Participants

- A. Enrollment** A student must be enrolled at South Pekin Grade School.
- B. SPGS Eligibility Requirements** Middle school students must meet the eligibility and participation guidelines listed below to be eligible to participate in interscholastic events. IESA has a no pass no play policy which means students cannot be failing any class and still play. Eligibility runs from Saturday morning through Friday evening and is reported to the student by Friday afternoon.
 - 1. Ineligible students are expected to be at mandatory practices and team meetings, but will not be permitted to dress, sit or travel with the team during contests.
 - 2. Upon determination of the principal, students may be removed from the team/activity at any time, including during the season, if their grades or behavior are deteriorates.

3. Students will be removed from an activity upon the third instance of ineligibility during a season.

C. Physical Examinations A student athlete must have a current physical on file in the athletic office prior to competing in any athletic practice or contest. There are no exceptions to this rule. The physical will be good for one year only and a new one will be required *each year*. Physicals are good for all sports for the entire school year.

D. Parent Paperwork A student-athlete must have a current parent permission, emergency medical form, and concussion protocol paperwork (signed by student and parent) on file in the office. This form is good for all sports for the entire school year.

SECTION III

Athletic Awards

- eligible to
- A.** School awards for athletic participation will include a letter issued for the first sport and pins for each sport thereafter.
 - B.** Any athlete who does not finish a season due to quitting or being removed from a team will not be receive any awards established for members of the team.

SECTION IV

Appeals Procedure for Athletes

- A.** In cases of dispute, athletes and parents are asked to consult with the coach involved to resolve the dispute.
- B.** Decisions by the coach should be appealed to the athletic director if there is not relief received in consulting with the coach.
- C.** Decisions of the athletic director may be appealed to the principal.
- D.** All decisions of the principal are final in matters pertaining to athletics.

SECTION V

Participation Fess for Athletes

While the school has not established a designated participation fee, students in extracurricular activities at South Pekin may be required to purchase items they will need (shoes, socks, etc.) These fees are usually under \$100 and will be due prior to the first contest for each sport fee. Students who have not paid their fees will not be able to participate in a contest or receive their purchased items until their fees have been paid.

Fees are not refundable unless a student has been cut from a team. Voluntary withdrawal, lack of playing time, academic ineligibility, or disciplinary actions taken by the coach or administration will not be the basis for refunding fees.

****If a student's family has financial difficulty in paying participation fees, that student will not be denied the opportunity of participation. Any student who wishes to participate but is unable to because of financial hardship should contact the athletic director. Fees can be delayed or partially or fully waived in exchange for services provided to the district.**

SECTION VI

Parent/Coach Communication

A. The Parent Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefit to the student. As parents, when your children become involved in our programs, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach.

B. Communication You Should Expect for Your Child's Coach

1. Expectations the coach has for your child as well as all players on the squad.
2. Locations and times of practices and contests.
3. Team requirements such as fees, special equipment and offseason conditioning.
4. Procedures should your child be injured during practice and/or competition.
5. Written team rules and guidelines.
6. Coaches will use Remind or other mass communication tool to communicate with parents.

C. Communication Coaches Expect From Athletes

1. Notification of any scheduled conflicts in advance.
2. Special concerns in regards to a coach's philosophy or expectations.
3. Reporting to coach about academic eligibility and discipline issues.

D. Appropriate Concerns to Discuss With Coaches

1. The physical and mental treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
** It is very difficult to accept that your child is not playing as much as you may hope. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as the following must be left to the discretion of the coach.

E. Issues Not Appropriate to Discuss With Coaches

1. Playing Time
2. Team Strategy
3. Play Selection
4. Other Student Athletes

** There are situations that may require a conference between the coach and the parent. These meetings are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

F. Conferences with Coaching Staff

1. Call to set up an appointment.
2. If the coach cannot be reached, call the athletic director. He or she will setup a meeting for you.
3. Please DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for the parent, athlete, and coach. Meetings of this nature seldom promote positive resolutions.

G. What Can a Parent do if the Meeting with the Coach Did Not Provide a Satisfactory Resolution?

1. Call and setup an appointment with the athletic director to discuss the situation.
2. At this meeting the appropriate next step can be determined.