

PEOTONE C.U.S.D. 207-U GOALS AND OBJECTIVES:

Peotone District 207-U strives to provide education in accordance with concepts of education for the "whole child". The education and growth of the students in the acquisition of knowledge and skills is an important goal of Peotone CUSD 207-U, but of equal importance is the instruction and development of students in self-acceptance and the acceptance of others. Peotone CUSD 207-U strives to teach social conscience and tolerance in parallel with its subject area curriculum.

The goal in Peotone District 207-U is to provide an instructional program designed to fully develop each student's capabilities. Peotone District 207-U shall provide:

1. opportunities to develop in each learner the basic skills for communication, perception, evaluation and conceptualization of ideas including reading, writing, speaking, listening, computational skills, and problem solving mastery;
2. an environment which helps students, parents, and other community members develop a natural desire for lifelong learning and develops the skills necessary to fulfill that desire;
3. for the learner's physical and emotional well-being, encouraging students to feel confident about themselves, believe in themselves, and to feel in control of their own destinies;
4. opportunities for each learner to develop creativity and special interests, to discover and develop natural talents;
5. experiences and guidance which help students develop the skills and attitudes which will be necessary for them to cope in their adult lives;
6. a climate which assists students in developing the capacity to adapt in a changing world;
7. an environment which brings about appreciation for, and positive attitudes about, differences among persons in culture, race, religion, creed, marital status, national origin and other differences among persons;
8. equal educational opportunity for each student;
9. opportunities for stimulation of intellectual curiosity, and promotion of intellectual development to effectively use knowledge;
10. each student with experiences necessary to develop knowledge and understanding of how our society functions;
11. encouragement for each student to develop positive habits that foster individual commitment to exercise the rights and responsibilities of citizenship and the protection of the rights of others;
12. each learner with the experiences necessary to develop knowledge and understanding of the social, physical, and biological worlds and the balance between man and his environment and develop attitudes and behavior leading to an intelligent use of the environment; and
13. opportunities for students to solve problems and practice critical analysis and problem solving skills.

SCHOOL BOARD REGULATIONS

The Board of Education has delegated authority to enforce rules and regulations to the administration who in turn may delegate this authority to others. Rule violations or penalties not specifically stated in the handbook must be determined by those in authority. All of the regulations and procedures that have been incorporated in this handbook have been carefully prepared to ensure the safety and well-being of the Peotone CUSD 207-U student body and to facilitate the primary goal of Peotone District 207-Uthe best education possible for each student.

PARENTS

The meaning of the word Parent(s) when used in this handbook shall be read to include a student's legal guardian(s), and shall be read to exclude parent(s) or guardian(s) in the instance of a student who is legally emancipated.

PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program. It is very important for parents to keep in close contact with their child's teachers concerning academic and other progress.

The School Visitation Rights Act (820 ILCS 147) permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time from their employer during the school year to attend necessary educational or behavioral conferences at the school which their children attend. Forms to verify attendance at a school conference are available in the school office.

Please remember to schedule a conference in advance so a time can be established that is convenient for all, such as before or after school, or during teacher planning periods.

ATTENDANCE POLICIES

The following are reasons for regular attendance at school:

1. It is essential to succeed in school.
2. Employers and college admissions officers are favorably impressed with a student who has a good school attendance record.
3. Regular attendance is required by the State of Illinois Compulsory Attendance Law.
4. Intervention services will be made available for students who exhibit chronic or habitual truancy.

A student must have good attendance in order to maintain good grades. To prevent abuse of attendance regulations, the Board of Education has adopted the following policies in the Peotone School District:

- A. Any student who has been absent for five days in any one nine week grading period will be asked to present a doctor's certificate for any absence thereafter. This will be at the discretion of the Principal or Dean of Students.
- B. Any student who has accumulated 10 or more days of absences during any nine week grading period will receive a failing mark. Absences include: illness, doctor appointments, court dates, funerals, vacations, suspensions, and any unapproved absence. Any exceptions must be cleared by Principal or Dean of Students.
- C. Any student who has been absent for three consecutive days will be asked to present a doctor's certificate upon return to school.

Students are expected to be in school except in cases of emergency or for reasons explained below:

1. Personal illness -- The school may require a signed physician's statement for a student to return to school if the student has missed three or more consecutive days of attendance.
2. Illness in the family -- Student is responsible to ensure all classwork is completed while home due to a family illness.
3. Quarantine in the home -- The absence arising from this condition is limited to the length of the quarantine as established by appropriate health officials.
4. Death of a relative -- Excused school absence is related to three-school days, unless reasonable cause may be shown by the parent/guardian requiring a longer absence.
5. Observance of religious holidays--

6. EXCUSED ABSENCES FOR ANY OTHER REASON MUST HAVE PRE-APPROVAL FROM SCHOOL ADMINISTRATION FOLLOWING A WRITTEN REQUEST. Vacation plans for families must be facilitated by notifying the school one week prior to the date of the vacation.

ABSENCE PROCEDURES

A. ***On days when a valid absence is necessary, parents shall telephone the school prior to 9:00 a.m. to report the absence.*** Answering machines are available at all District 207-U schools for this purpose. When calling, please provide the following information: name of student, date of absence, reason for absence, anticipated date of return, request for homework if desired, and name of the person making the report of the absence. School personnel will contact a parent at home or work if no notification is made regarding his/her absence from school.

B. If a student needs to leave during the school day, the parent must report to the office to meet their child and complete the sign-out procedure.

ABSENCE NOTES:

a. We encourage you to try to schedule dental and medical appointments around school hours so that the child loses a minimum of instruction.

b. Each student shall be required to attend school regularly, and to be on time for class in order to fully benefit from the instructional program. The Illinois compulsory attendance law requires that each student remain in school until the end of the school term following the *student's seventeenth birthday*. The parent(s) of a student will be notified when the student has an unusual number or pattern of absences, is truant, or attempts to drop out of school. Students may be disciplined or otherwise penalized for attendance-related offenses. When appropriate, school officials may report a student's attendance violation to the Regional Superintendent of Schools, the Will County Truant Officer, or other appropriate persons or agencies. After five or more medical absences in a given semester, students may be required to furnish a written physician's excuse to regain admittance to school.

SCHOOL BOARD POLICIES ON ABSENCES / MAKEUP WORK

The Board of Education, administration, and teachers of District 207-U strongly discourage parents from taking children out of school for any purpose other than illness or family emergencies. The time missed from class can never be entirely compensated for. For example, class discussions and experiments cannot be redone after students return to school.

If it is necessary to miss school for a family vacation, please notify teachers five (5) school days prior to leaving. Some teachers will prepare assignments prior to students being gone, and some will wait until students return to give the assignments missed. Teachers will notify students when assignments are due. The time frame may vary from teacher to teacher.

The student shall be responsible for obtaining assignments. In the event a test is scheduled during a proposed absence, the teacher may require the student to take the test before the absence. In other circumstances, the student may be required to take the test upon returning to school.

Arrangements may be made to send work home for students who are ill. Inquiry should be made through the school office. For every day missed, the child has one day to make-up assignments. The classroom teacher will have the final determination with the final due date.

ATTENDANCE - NON-RESIDENT STUDENTS

The District's Policy concerning non-resident students is as follows:

1. The student will attend school on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will attend the school designated by the School Board.
3. The student will be accepted only if there is sufficient room.
4. The student's parents(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State Law.
5. Transportation to and from school shall be the responsibility of parent(s)/guardian(s).

Tuition payments are made in the business office at the first of each month. Please make checks payable to Peotone C.U.S.D. #207-U.

RE-ENROLLMENT

Re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs, that lead to graduation or receipt of a GED diploma.

STUDENT READMITTANCE

Any student of legal age who voluntarily withdraws from Peotone High School during a given semester shall not reapply for attendance until the following semester.

HOMEBOUND INSTRUCTION

Students who suffer from a serious illness or accident and cannot attend school for an extended length of time may request homebound instruction and/or services.

BAD WEATHER

During the school year, if it is necessary to either dismiss school early or not have school because of incimate weather, parents and students will be informed by some local radio stations. A list of these stations follows:

<u>RADIO</u>	720 WGN AM	1600 WCGO AM	96.3 FM
	780 WBBM AM	1340 WJOL AM	99.5 WUSN FM
	890 WLS AM	1320 WKAN AM	95.1 WVLI FM
	89.7 WONU FM	94.7 WLS FM	

WEBSITE: www.peotone.will.k12.il.us

PLEASE DO NOT CALL THE SCHOOL TO OBTAIN CLOSING INFORMATION, AS PHONE CALLS INTERFERE WITH OUR PHONE LINES THAT MAY BE NEEDED FOR EMERGENCY.

If no closing announcement is made prior to 7:00 A.M., school will be in session as usual. If the weather becomes severe during the day, and school is to be dismissed early, an announcement will be made to the local radio stations. Parents will be telephoned (except for Junior High and High School students). If you cannot be reached, we will follow emergency information each parent has provided on the student enrollment card at registration. **It is the responsibility of the parent to ensure the school has current information on the child's emergency card.**

BOOK RENTAL AND FEES

Peotone District 207-U offers a textbook rental plan. The plan includes the rental of hardbound and softbound textbooks, workbooks, magazines, reference books, and handbooks. It does not provide for paper, pencils, notebooks, or other consumable instructional materials.

In electing the rental plan, the student and his or her parent(s) agree to take appropriate care of all rental materials and to pay for damages if the rental materials are lost, marked or show unusual wear upon return.

In the event a student transfers to or from Peotone School District during a rental period, a pro-rated adjustment, limited to a semester or quarter increment will be made in the rental fee. Fees to cover material use will be assessed in laboratory courses at the Junior High and High School level.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. Students must pay replacement costs for all lost or damaged books. If a lost book is found, money paid will be refunded. Textbooks will not be loaned for summer use. A workbook may be taken home at the end of the school year if that workbook will not be used the following school year.

STUDENT ENROLLMENT CARD

When you register your child, you will receive an enrollment card to complete. Filling out this card promptly, completely, and correctly is of utmost importance. This information is kept in the office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of two people who can be contacted in a medical emergency or unexpected school closing in case you cannot be reached. Please notify the school if you change your address or telephone number during the school year. Although not required, it is helpful to provide your student's social security number for maintaining accurate student records.

IDENTIFICATION CARDS

Students will receive a Peotone Junior and Senior High School Identification Card (ID) each year when they enter high school. Replacement ID's will cost \$7.50. Each student must possess their ID Card throughout the school day. Each student must present their ID Card when: 1.) purchasing school lunch in cafeteria; 2.) checking-out library materials / books; and 3.) using school computer or tech lab equipment.

PHYSICAL EXAMINATIONS

All kindergarten, fifth, and ninth grade students, and all out of state transfer students are required by state law to have physical and dental examinations. A copy of the student's examination must be received by the school office, mailed or brought in person, before the school starts in late August.

MEDICAL APPOINTMENTS

We encourage you to try and schedule your child's doctor and dental appointments that do not conflict with school hours. If this is not possible, the parent must report to the school office to meet their child, then follow sign-out procedures.

SCHOOL NURSE

The Peotone District 207-U employs two registered nurses who serves all six buildings in the district. The nurses maintain a regular schedule in each district building. A nurse is available for health counseling with students, parents, and teachers. If the nurse is unable to provide services, she will make every effort to refer the individual to the proper source.

The nurse will provide first aid as authorized by the Illinois State Board of Education and Illinois Department of Public Health. No medications will be administered without proper physician's approval. (See Medications below).

MEDICATION

Medicine, including aspirin, cannot be administered by school personnel. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the school office. These forms are available in the school office.

ADMINISTERING MEDICINES TO STUDENTS

The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

District 207-U employs one Registered Nurse for six buildings. This makes it impossible for the nurse to be available to administer medications to all students at the prescribed time. Therefore, each building secretary or clerk is the person supervising each child taking medication.

Guidelines

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered. Medicines to be given 3 times daily should be given in the A.M. at home, after school, and at bedtime.
2. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.
3. All prescription drugs must be sent to school in a pharmacy labeled container. (Name of the student, date, doctor's name, name of the medication, and the directions for use.)
4. Any prescription medication to be taken at school for more than a two week period must be accompanied by a Physician's statement.
5. Non-prescription (over the counter) medication to be taken on an "as needed" basis must be in a labeled container with the child's name, date, name of the medication, reason for taking, and direction for use. Medicines brought in envelopes or baggies will not be accepted.
6. Prescription medications to be taken on an "as needed" basis, such as asthma medicines or pain relievers require a Doctor's note with the reasons and directions for use listed.
7. No medication will be given for more than one day without the form provided by the school being completed, signed, and on file at school. A handwritten note for non-prescription medication will be accepted for the first day only.
8. Absolutely no medication will be given by school personnel without parent's written consent. No telephone requests will be accepted.
9. All medication will be kept in the school office.

10. The school shall be made aware of any potential side effects of any medication being taken.

11. Parents shall be responsible for picking up any unused medication after the time of treatment which was prescribed for their child. If the parent does not pick up the medication by the end of the school year, it will be disposed of by the nurse.

The school district has not only the right, but also the responsibility, to refuse to administer medication at school if these guidelines are not met.

STUDENT BLOOD INCIDENTS

The Illinois Department of Health has adopted the federal Occupational Safety and Health Administration (OHSA) regulations on blood borne pathogens in January, 1993. Students who are involved in a blood incident (exposing a student's blood to any school district employee in which a student's blood could have penetrated non-intact skin, eyes, mouth or other mucous membranes) will be requested to have their blood tested for blood borne pathogens (human immunodeficiency virus-HIV and hepatitis B virus-HBV) at the expense of the school district. Parents will be asked to allow their child to be tested. All laws pertaining to confidentiality will be followed. The OHSA regulations apply only to students who have blood incidents with school district employees. The OHSA regulations do not apply to students who are exposed to other student's blood. All questions pertaining to this handbook policy should be directed to the superintendent.

HEALTH INSTRUCTION

Age-appropriate materials or activities may be shown or used at any grade level to comply with state health curriculum requirements including information about Acquired Immune Deficiency disease.

SCHOOL HEALTH INSURANCE

School Health Insurance is available to all students. Purchase of the insurance is OPTIONAL. Insurance premiums and further information is available from each school's secretary. The School District assumes no responsibility or liability for any accidents or for the filing of claims. Interested parties shall carefully examine the policy each year to determine policy coverage, limitations, and claims procedures.

ACCIDENTS AND ILLNESS

If your child is injured or becomes ill at school, we will make him/her comfortable and then call you immediately if the injury/illness is serious. If you cannot be reached, we will attempt to contact the emergency number that you listed during registration. If you or your emergency number cannot be reached, the paramedics will be telephoned.

If a student has a health emergency or injury at school, the student shall report to the school office. In the event of an accident or injury at a school-sponsored activity, the student shall inform the supervisor in charge of the activity. An accident report will be completed. The office secretary will assist the student in filling out the school section of the insurance claim form. The form is then to be taken home. (All medical bills will be charged to the parents.)

When completing accident reports, it is the responsibility of the student and the parents to complete the personal information section and to have the physician complete the medical section. Upon completion of the required information, the parent or doctor will mail the accident form to the insurance company.

SCHOOL HEALTH POLICIES

Illinois State Law requires a completed health record on each student enrolled in school. Children entering kindergarten, fifth, and ninth grades must have evidence of a new medical and dental examination. This requirement also applies to students from out-of-state schools transferring to our district.

Immunization requirements must be complete as well. According to the Will County Public Health Department, the immunization requirements are as follows:

DPT--Diphtheria, Tetanus, Pertussis

Four or more doses of DPT must have been received with the last dose being a booster on or after the fourth birthday, but prior to school entrance.

POLIO--Oral Trivalent Polio Vaccine

Three or more doses must have been received with the last dose being a booster on or after the fourth birthday, but prior to school entrance.

MEASLES--Rubella

The measles vaccine has been received at 15 months of age or later, or the child has had the disease. As of the 1993-94 school year ALL students must show evidence of having received two doses of live measles virus vaccine.

RUBELLA--Three Day

The Rubella Vaccine has been received at one year of age or later.

MUMPS--The Mumps Vaccine has been received at one year of age or later, or the child has had the disease.

LEAD SCREENING--

As of the 1993-94 school year, all students 5 and 6 years of age, are required to show proof of a screening prior to admission to school.

HEPATITIS B

All of the immunizations and the lead screening are available through your family physician or the Will County Health Department Clinics. The school nurse will contact parents by letter, telephone, or a home visit if there are any deficiencies in these requirements.

VISION AND HEARING SCREENING

Students in kindergarten and fifth grades will be screened for possible vision impairment. All kindergarten, first, second, and third graders will be screened for possible hearing problems.

The following students will be screened from the fourth and sixth grades: Students new to the district from outside Illinois; students requiring visual or hearing examination follow-up screenings; and, students referred by teachers. Any referrals will be followed up by the school nurse.

COMMUNICABLE DISEASES

The following policy will be followed in readmitting children who have been absent with a communicable disease:

THE CHILD MAY RETURN to school following these guidelines for each specific disease:

<u>Communicable Disease</u>		<u>Condition of Disease</u>
CHICKEN POX	--	1 week after eruption (breaking out completely).
DIPHTHERIA	--	with a doctor's written statement.
PINK EYE	--	when infection has entirely cleared up or with a physician's statement.
GERMAN MEASLES (Rubella)	--	5 days after the initial appearance of the rash
MEASLES (hard)	--	2 weeks after the first appearance of the rash.
MUMPS	--	9 days after the onset of swelling.

IMPETIGO	-	when the skin is clear or with a physician's statement.
INFLUENZA (flu)	-	24 hours after the temperature is normal.
PNEUMONIA	-	with a physician's statement.
POLIO MYELITIS	-	with a physician's statement.
RHEUMATIC FEVER	-	with a physician's statement.
RINGWORM	-	when the skin is entirely cleared of infection.
STREP THROAT OR SCARLET FEVER	-	24 hours after treatment with an antibacterial agent, provided treatment is continued for a minimum of 10 days and NO temperature is evident.
WHOOPING COUGH	-	3 weeks after the appearance of paroxysmal cough.
INFECTIOUS MONO	-	with a physician's statement.
SCABIES	-	when cured with no visible signs of the disease.
TEMPERATURE	-	when the temperature has subsided for at least 24 hours. A child is considered to have a temperature if his/her temperature is 100 degrees or above. In all cases, the child should be kept at home.
FIFTH'S DISEASE	-	last 1-3 days, contagious 10-14 days prior, comfort care, no restrictions.

Tara Robinson and Dawn Barber, the school nurses, are available to discuss any health related concerns with students or parents. If they are unable to provide assistance, they will refer the individual to a medical resource.

The high school defibrillator (AED Plus) is located in the commons for emergency purposes only.

REPORT CARDS

Report cards, in all District 207-U schools except the high school, will be issued at the end of each twelve weeks. The High School will issue report cards after each nine weeks. Parent conferences will be held during the school year regarding student progress.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student has the responsibility to:

1. Obey all school rules.
2. Be considerate of school property and other facilities which are provided for the students.
3. Not to use, distribute, possess, or be under the influence of drugs including tobacco or alcohol on school property or at school related functions.
4. Respect the authority of teachers and school officials.
5. Respect the individual rights of each student.
6. Use proper language, which is not derogatory or profane, in and about school at all times.
7. Exercise appropriate, socially acceptable behavior in relationships with other students and staff members.
8. Support the school and school related activities to the best of their ability.
9. Dress appropriately when attending school and school related functions.
10. Attend school unless ill or prearranged absences have been approved by their parents and by school administration.
11. Help maintain a safe school by not bringing dangerous objects including weapons or fireworks to school.
12. Be on time for classes and activities.

PARENT-STUDENT RIGHTS UNDER THE ILLINOIS SCHOOL STUDENT RECORDS ACT

The school maintains two types of records about each student:

1. PERMANENT RECORDS

The law requires permanent records to contain: basic identifying information such as the individual student's and parent's names and addresses; date and place of birth; gender; the academic transcript including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations; attendance records, accident reports and health records, and a record of release of permanent record information.

State law also permits but does not require that the permanent records contain: honors and awards received, information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record. Permanent records are maintained for a period of 60 years after graduation from high school.

2. TEMPORARY RECORDS

Temporary records consist of all information not required to be in the permanent record and may include: family background information; individual or group intelligence test scores; aptitude test scores; reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extracurricular activities including any offices held in school sponsored clubs or organizations; honors and awards received; teacher anecdotal records; disciplinary information; special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based; and all records and tape recordings relating to special education placement hearings and appeals; and verified reports or information from non-educational persons, agencies, or organizations; other verified information of clear relevance to the education of the students; and a record of release of temporary record information. Temporary records are maintained for a period of 3 years after graduation from high school.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Peotone CSD 207U to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in his performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(OPTIONAL) Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW., Washington, D.C. 20202-4605

DIRECTORY INFORMATION

Occasionally, organizations contact the school requesting directory information of our students. Parents may request that any or all directory information about their child not be released. Directory information consists of: basic identifying information (student's and parents' names and addresses, birth date and place, gender), honors and awards received, major fields of study, information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

No person may condition the granting or withholding of any right, privilege of benefits or make as a condition of employment, credit, or insurance, the securing by any individual of any information from a student's temporary records which such individual may obtain through the exercise of any right secured under the Act of these regulations.

GENDER EQUITY

State law requires that each school district in Illinois comply with gender equity laws. District 207-U school board policy No. 700.01 states that no student shall, on the basis of his or her gender, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. The Superintendent is the Coordinator for Non-discrimination for District 207-U. Any complaints regarding equal access to programs should be filed with the superintendent.

SEARCH OF SCHOOL PROPERTY

School lockers and desks are school property which the school allows students to use on a temporary basis. No student should have an expectation of privacy with respect to the contents of a student locker or desk. School authorities may search and/or conduct general

administrative inspections of all student lockers and desks at any time to protect the health, safety and welfare of students, School District employees or other persons. Searches and/or inspections of public places in the school building, on school grounds or of school equipment including but not limited to lockers, desks and vehicles owned by the School District may be conducted without notice to, or consent of the student or his/her parent(s) and shall be conducted without a search warrant.

SEIZURE OF PROPERTY

If a search conducted in accordance with this rule produces evidence that the student has violated a School District policy, rule or regulation, such evidence may be seized and impounded by school authorities, and disciplinary action against the student may be initiated. When appropriate, such evidence may be transferred to law enforcement authorities. In each case where evidence is seized, the school official seizing the evidence shall:

1. Prepare a written report which shall include names, date, time, place and the specific facts concerning the seizure;
2. Contemporaneously with the seizure, secure the property being seized in a sealed container. The school official shall initial the seal; and
3. Secure the sealed container in a safe, locked place provided, however, if securing the container in a safe place requires delivery of the container to any person other than the school official who seized the property (including another school official), a receipt shall be obtained for each such transfer. The receipt shall include the name of the transferor, the name of the transferee, and the date, time and place of the transfer.

SEARCH OF A STUDENT'S PERSON

District 207-U teacher(s) and/or administrator(s) shall be authorized to conduct a search of a student and/or the student's personal effects (for example, purse, wallet, knapsack, book bag, and/or lunch box) without a search warrant when school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a School District policy, rule or regulation. Law enforcement officials shall not participate in searches anticipated by this policy. Law enforcement officials may conduct searches on school premises pursuant to a valid search warrant or in other cases with the consent of school officials.

The intrusiveness of the search shall be reasonably related to the seriousness of the offense which is believed to have been committed. Prior to any search of a student and/or the student's personal effects with respect to which the student would have an expectation of privacy, school authorities shall make a reasonable attempt, when practical, to notify the parent(s) of the student of the search. Whenever practical, a parent's request to be present during a student search shall be honored and school officials shall encourage the parent's participation in the search. If the parent(s) refuse to conduct the search, or if school authorities are unable to notify the parent(s), or if notification is impractical in light of the particular circumstances, school authorities may conduct the search in a manner which is reasonably related to the objectives of the search and not excessively intrusive.

Strip searches and body cavity searches shall not be conducted by school authorities under any circumstances. If the potential offense is of a very serious nature, law enforcement officials will be consulted to determine whether such intrusive searches are to be conducted by them.

Following the search of a student, a written report shall be made by each school authority who conducted or witnessed the search. The written report shall include names, date, time, place and the specific facts concerning the search. The report shall be submitted to the

building principal (when appropriate) and a copy shall be sent to the superintendent of schools. If school authorities were unable to notify the parent(s) prior to the search, the parent(s) shall be notified after the search.

SEARCH OF VEHICLES

If school personnel have reason to believe that contraband or evidence of violation of school rules is contained in a vehicle, the following procedures may be initiated:

1. The building principal or superintendent of schools shall be notified by the person having knowledge of the facts about the vehicle and its contents. Notification to the building principal and/or superintendent of schools may be oral, but shall include the vehicle's make and model, color, license plate number, location, owner's name if known, and a summary of the reasons for the suspicion. Whenever possible, the vehicle shall be kept under observation; and
2. If the building principal or superintendent determines a search of the vehicle is appropriate, proper law enforcement authorities shall be contacted and informed of the relevant facts and circumstances. Such law enforcement authorities shall be directed to the vehicle. Any search of the vehicle shall be conducted according to the established procedures of the law enforcement authority conducting the search. The involvement of law enforcement authorities in any search shall not preclude the School District from taking appropriate school disciplinary action if the search produces evidence of violation of a school policy, rule or regulation, or if related facts or evidence establish a violation.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or district agent's unwelcome sexual advances, requests for special favors, and other verbal or physical conduct of a sexual or sex-based nature imposed on the basis of gender 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 gender that has the purpose or effect of (a) interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive education 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 the building principal. An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action.

INAPPROPRIATE LANGUAGE

The use of inappropriate language at school or school-sponsored activities will not be tolerated. Discipline will be administered commensurate to the violation. Students in violation will be subject to disciplinary action up to and including suspension.

DRESS CODE

Although the Board of Education believes that a student's appearance is mainly the responsibility of the child and his/her parents, it does expect each student to maintain reasonable standards of cleanliness and modesty. District 207-U shall regulate student dress which raises health concerns, safety concerns, or causes disruptions of an orderly education process.

Students shall avoid wearing clothing or hair styles that can be hazardous to them in their school activities. Grooming or dress styles that prevent a student or other students from doing their best work because of blocked vision, restrictive movement, or a disruption of classroom order are not acceptable. The school shall prohibit students from wearing apparel which encourages the use of tobacco, drugs or alcohol, or which contains words or slogans which might lead to the disruption of the school program. Students shall be prohibited from display of any gang-related symbol or identification. Students will not display through clothing, jewelry, notebook drawings, or other means, drugs, drug paraphernalia, alcohol, or gang-related objects or ideas.

Tank tops, tube tops, short shorts, halter tops, tops / dresses with spaghetti straps, or short shirts which show a student's bare midriff will not be permitted. Shirt sleeves must be a least 3 inches in width on the shoulder area. The front of the shirt or blouse must not be more than 2 inches below the collarbone. Coats are not to be worn in the building. Costumes and / or face paint, unless consented to from administration, is prohibited. Long wallet chains are prohibited as well.

1st Offense = Warning and article of clothing turned inside-out or replaced with a shirt provided by the school.
2nd Offense & Subsequent Violations = Student will wait in the office to acquire proper articles of clothing or be sent home to change clothing. Time lost is considered an unexcused absence.

All District 207-U employees have the authority and obligation to report or cause to be changed or removed inappropriate clothing as defined in this section.

PUBLIC DISPLAYS OF AFFECTION

A policy of restraint will be followed in boy-girl relationships. In the best interest of the school and students, these relationships should be above criticism. **Displays of affection should be limited to hand holding.** Arms around the waist, kissing, and hugging will not be tolerated and dealt with by means of the discipline policy system.

1st offense = Detention
2nd Offense = Saturday School
3rd Offense = Saturday School + 1 month Social Probation
(* see social probation)

HAZING / BULLYING

The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education that unreasonably interferes with a student's educational environment. The terms "intimidation," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Students in violation will be subject to disciplinary action depending on the severity of the case.

VANDALISM

Vandalism or other destruction of school buildings, grounds or property, whether intentional or negligent, shall be prohibited. A student found to have vandalized or damaged school buildings, grounds or property shall be subject to disciplinary action, restitution and possible police notification.

THEFT

Theft will not be tolerated in an academic setting or society in general. Any student found to be guilty of theft will be subject to disciplinary action, restitution, and possible police notification.

TOBACCO

Possession, delivery, and/or use of tobacco or tobacco products is prohibited on school property, at school-sponsored events, in connection with any school function, and when school property is being used for any school purpose. Tobacco means tobacco in any form including cigarette, cigar, pipe, chewing, snuff, and including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked and includes all other tobacco products of any kind and in anyway. Matches and lighters are included in the tobacco code and thus are prohibited on school grounds.

1st Offense:	Saturday School + Parental Notification
2nd Offense:	Saturday School + Parental Notification
3rd & Subsequent Offenses:	3 to 5 Day School Suspension

ELECTRONIC SIGNALING DEVICES

As per the State of Illinois, the use or possession of electronic signaling devices or pagers by students shall be prohibited on the school premises. All electronic signaling devices, pagers, walkman / cd players, laser pointers found on the school campus shall be confiscated. The first offense will result in a warning. The second offense will result in suspension from school.

CELL PHONES

Students are extended the privilege of possessing cell phones on school grounds; however, their use is limited to non-school days or after 3:20 pm on school days. **The cell phone must be in the off position, not visible, nor used before 3:20 pm on school days (this includes before school).** This rule is also in effect after school and on non-school days where a quiet atmosphere is necessary such as detention, testing, library, resource centers, computer labs, performances, etc. **Cell phones with photographic capabilities are not permissible.** Failure to follow the above procedures will result in a warning for first offense and parent notification, then a Saturday School for second offense, and a 3-day school suspension for subsequent offenses.

ALCOHOL/DRUGS

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Any student found to be in violation of this policy shall be subject to discipline in accordance with District 207-U discipline policies, rules and regulations.

Consequence: Ten (10) day suspension and completion of an intervention program, or possible recommendation for expulsion

When the administration feels it is necessary, they may call for assistance from law enforcement officials to conduct reasonable searches, which may include the use of specially trained dogs, of school grounds and student lockers for alcohol/other drugs. In addition to the above, parents and juvenile authorities shall be notified promptly. When a substance is determined to be an illicit drug, the identity of the student shall be given to the authorities for prosecution.

FIGHTING

Fighting between students will not be tolerated in school or on school grounds. Fighting is considered to be a serious offense and will be dealt with severely. Students who are fighting will be sent to the office.

ELEMENTARY SCHOOLS & 5TH GRADE CENTERAppropriate penalties, which may include suspension, will be determined by the principal.

JUNIOR HIGH.....Parents will be contacted to pick the student up from school as soon as possible or they will spend the rest of the day in the office. In addition, an out of school suspension, the length of which will be determined by the principal, will be assigned. Repeat offenses may result in recommendation for expulsion.

HIGH SCHOOL.....Students involved in any fight or act of violence, or who can be shown to have contributed to any fight or act of violence, will be suspended for at least three (3) days. Students may also be reported to the police and arrested for disorderly conduct on school premises. Unprovoked or premeditated attacks on another student will result in an immediate ten (10) days suspension . Repeat offenses may result in expulsion. Police may be notified.

CLASSROOM DISHONESTY/ PLAGIARISM

Across the curriculum, all formal writing assignments will follow MLA Style Guidelines and Models for Documenting. The proper use of MLA style shows the credibility of writers; such writers show accountability to their source material. The use of MLA style can protect writers from accusations of plagiarism.

Whenever a student is guilty of cheating or plagiarism, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office. Students should be aware that cheating or plagiarism will result in an academic penalty with possible suspension and expulsion and the assignment must be fulfilled satisfactorily before credit is awarded for the quarter.

GANG ACTIVITY

Students are prohibited from engaging in gang activity. A "gang" is any group of two (2) or more persons whose purpose includes the commission of illegal acts. Students engaging in any gang-related activity will be subject to disciplinary actions. No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gangs; b) requesting any person to pay protection or intimidating or threatening any person; c) committing any other illegal act or other violation of school district policies; d) inciting other students to act with physical violence upon any other person.

District 207-U Position on Gangs:

Peotone District 207-U encourages involvement in positive activities, sports, and community activities. District 207-U TAKES A NO TOLERANCE APPROACH TO ANY GANG ACTIVITY.

Consequences will result in a three (3) to ten (10) day school suspension. LOCAL LAW ENFORCEMENT AGENCIES WILL BE CONTACTED.

Counselors, both school and private, social workers, administrators and faculty members are all available to students with personal or school-related problems. Have your child talk to a trusted adult at school or call for a referral to a professional counselor.

WEAPONS

WEAPONS OF ANY KIND SHALL NOT BE BROUGHT ON TO SCHOOL GROUNDS OR TO ANY SCHOOL - SPONSORED ACTIVITY.

A student who uses, possesses, controls, or transfers a weapon or any object that can reasonably be considered, or looks like, a weapon shall be expelled for at least one calendar year. The expulsion period may, however be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed two calendar years. A "weapon" means (1) "possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs, or (3) 'look alike' of any weapon as defined above.

Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

In addition, if a student is transferring from a public school from which the student has been suspended or expelled for knowingly possessing in a school building or on school grounds a weapon as defined in the Guns Free Schools Act (20 U.S.C. 8921 et seq.) and if the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school in the same or any other public school district: (i) any school student records required to be transferred shall include the date and duration of the period of suspension or expulsion and (ii) the student shall not be permitted to attend class in the public school into which he or she is transferring until the student has served the entire period of suspension or expulsion imposed by the school from which the student is transferring.

STUDENT SUSPENSION AND EXPULSION

§ 105 ILCS 5/10-22.6. Suspension or expulsion of pupils; school searches **Statute text**

(a) To expel pupils guilty of gross disobedience or misconduct, and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the board he shall report to the board a written summary of the evidence heard at the meeting and the board may take such action thereon as it finds appropriate.

(b) To suspend or by regulation to authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend pupils guilty of gross disobedience or misconduct, or to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus, and no action shall lie against them for such suspension. The board may by regulation authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend pupils guilty of such acts for a period not to exceed 10 school days. If a pupil is suspended due to gross disobedience or misconduct on a school bus, the board may suspend the pupil in excess of 10 school days for safety reasons. Any suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review, a copy of which shall be given to the school board. Upon request of the parents or guardian the school board or a hearing officer appointed by it shall review such action of the superintendent or principal, assistant principal, or dean of students. At such review the parents or guardian of the pupil may appear and discuss the suspension with the board or its hearing officer. If a hearing officer is appointed by the board he shall report to the board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate.

(c) The Department of Human Services shall be invited to send a representative to consult with the board at such meeting whenever there is evidence that mental illness may be the cause for expulsion or suspension.

(d) The board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that 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. For the purpose of this Section, the term "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act [430 ILCS 65/1.1], or use of a weapon as defined in Section 24-1 of the Criminal Code [720 ILCS 5/24-1], (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs, or (3) "look alike" of any weapon as defined in this Section. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act [20 U.S.C. § 1400 et seq.]. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code [105 ILCS 5/13A-0.5 et seq.]. The provisions of this subsection (d) apply in all school districts, including special charter districts and districts organized under Article 34 [105 ILCS 5/34-1 et seq.].

(e) To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection (e) apply in all school districts, including special charter districts and districts organized under Article 34 [105 ILCS 5/34-1 et seq.].

(f) Suspension or expulsion may include suspension or expulsion from school and all school activities and a prohibition from being present on school grounds.

(g) A school district may adopt a policy providing that if a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the school district. This policy may allow placement of the student in an alternative school program established under Article 13A of this Code [105 ILCS 5/13A-0.5 et seq.], if available, for the remainder of the suspension or expulsion. This subsection (g) applies to all school districts, including special charter districts and districts organized under Article 34 of this Code [105 ILCS 5/34-1 et seq.].

UNIFORM GRIEVANCE PROCEDURE

Students or their parents, employees or community members may file a complaint in accordance with this grievance procedure. If they believe that the School Board, its employees or agents, has violated their rights guaranteed by the state or federal constitution, state or federal statute or Board policy including:

- (a) Title II of the Americans with Disabilities Act;
- (b) Title IX of the Education Amendments of 1972;
- (c) Section 504 of the Rehabilitation Act of 1973;
- (d) Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

The complaint manager(s) will be assigned by the superintendent of schools.

The Complaint Manager will endeavor to respond and to resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. FILING A COMPLAINT

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may

request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

2. INVESTIGATION

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint or (3) as authorized by the Complainant.

The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision in accordance with Section 3 of this Policy. The Superintendent will keep the Board informed of all complaints.

3. DECISION AND APPEAL

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. In the event the Complainant is not satisfied with the decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

FIRE EQUIPMENT/FALSE ALARMS

Students shall not touch fire fighting equipment located in the school building except to fight an active fire. Students shall not touch fire alarm boxes or switches except to report a fire.

FIRE ALARMS AND DRILLS

The alarm for a fire is a continuous sounding of the school fire alarm. In the event of a fire alarm or fire drill, students shall follow and respond to the direction of the adults in charge. Evacuation of the building shall be accomplished in a prompt and orderly fashion. If the alarm is a drill, the alarm will be shut off and bells will be sounded to signal an orderly return to class. Fire exits and procedures are posted in each classroom.

DISASTER ALARMS AND DRILLS

Disaster alarms and drills occur as a precaution in response to a tornado or other violent storm or emergency. The alarm for a disaster is a series of short rings on the school bell system. In response to a disaster alarm, students shall respond to the direction of the adults in charge and shall proceed promptly to the appropriate disaster station. Information about disaster stations is posted in each classroom.

At the conclusion of a disaster alert or drill an all-clear signal will be sounded consisting of one ring of the school bell system. Students shall return to their classrooms or otherwise resume the normal school schedule at the all-clear signal.

USE OF SCHOOL FACILITIES

Use of school facilities is governed by Board Policy. Contact the school principal for details on application, availability, and charges.

Any organization having the privilege of selling concessions during any activity held in the school building or on its grounds shall be responsible for assisting in cleaning up

immediately after the activity has been completed.

ACTIVITY REGULATIONS

All school activities must be scheduled in the office and arrangements made in advance for the use of special facilities, such as the cafeteria, gymnasium and/or activity room. Activities must be under the direct supervision of school-approved sponsors or advisors. The sponsor is responsible for the general organization and supervision of activities and is responsible for compliance with applicable rules and regulations. Students will not be excused early from activities. Assemblies are scheduled as a valuable part of a student's overall education, or else they will not be presented.

VISITORS TO SCHOOL

Peotone District 207-U cordially invites parents of students and other adult citizens to visit our schools. Appointments may be made to confer with teachers by telephoning the school office. All visitors shall report to the school office before contacting any teacher or student.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to participate in an extracurricular activity on a particular school day, the student desiring participation must have been in attendance at school during the entirety of the school day on which the extracurricular activity is to occur.

Administration may waive this requirement at the sole and exclusive discretion of administration under appropriate circumstances. Students must be in attendance during the day of or day before a dance, except when approved in advance by the administration.

RETENTION POLICY

In the event it is deemed advisable for the benefit of the student, due to age, maturity or other factors, a student may in accordance with the Illinois School Code be assigned to the grade level of instruction deemed most appropriate. Each assignment shall be evaluated and determined by the merits and circumstances on an individual basis.

HOMEWORK POLICY

Teachers in Peotone District 207-U are encouraged to assign reasonable amounts of homework in grades K-12. Parents should expect their children to do some homework almost every evening.

SPECIAL EDUCATION SERVICES--SOWIC

District 207-U is a member of SOWIC, the Southern Will County Cooperative for Special Education, whose offices are located in Shorewood. SOWIC and Peotone High School provides staff to identify and evaluate students who may need special education services.

There are various programs and services within SOWIC and surrounding areas which serve students between the ages of three and twenty-one who are eligible for and in need of such services. Speech and language services, vision and hearing services, and preschool screenings are available as well.

If you are aware of a child who is in need of special education or screening, please notify the special education coordinator. The special education team will review parent and/or teacher concerns and determine what interventions may help the student be successful in school. Evaluation and individual testing may be needed to determine whether a student is eligible for and in need of special education. For those students who are disabled and not eligible

for special education, other services may be available through the district.

SAFETY

Peotone District 207-U strives to maintain a safe environment for all staff and students. Safety hazards or potential problems should be reported to a staff member immediately.

SAFETY REGULATIONS

Snowball throwing on school grounds, to and from the high school, or inside school buildings will not be tolerated. Serious accidents have resulted from this practice.

The bringing of, or the use of, water guns or water balloons inside or outside school buildings or on the school buses is prohibited.

SUBSTITUTE TEACHERS

The Administration considers substitute teachers to be an important part of the education process and system. As such, they should be treated by students with as much respect as a regular classroom teacher. Disrespect and misbehavior in a substitute teacher's classroom will not be tolerated and will be dealt with severely by the administration. Grade level appropriate discipline will be issued at the elementary school level. A student who is removed from a class by a substitute teacher will receive double the discipline normally granted and a minimum of one month social probation at the junior high and senior high school levels. Repeated instances will be dealt with by issuing Saturday Schools or out-of-school suspensions at the junior high and senior high school levels.

HALL CONDUCT

Students are not to be in the school hallways during class periods. All staff members have authority regarding pupil conduct outside the classroom as well as their own classroom. Teachers may reprimand students or keep them after school if necessary to maintain proper discipline inside or outside their classroom. Boisterous behavior will not be tolerated in the school building.

CLASSROOM CONDUCT--PREPARATION

Each student shall be orderly and respectful of others at all times. Each student shall arrive for each class prepared for the class by having in their possession a pen or pencil, notebook paper, required textbooks, and such other materials as may be required by the classroom teacher.

Students should realize that a dismissal from a class session constitutes a most serious violation on the part of the student and will be treated accordingly by the principal.

SOCIAL PROBATION

In some cases, as a means of further discipline, all participation in or attendance at activities (such as dances, athletics, band concerts, musicals, plays, clubs, organizations, field trips) will be forfeited for a period of time to be determined by the administration.

CURRICULUM

Peotone, Green Garden, Wilton Center Elementary Schools, and 5th Grade Center provide coordinated and supervised study in the following general curriculum areas: language arts, reading, and other communication skills; science, mathematics, social studies, music, art, health education, physical education, career education, safety education,

conservation of natural resources, the prevention and avoidance of drug and substance abuse, American patriotism and the principles of representative government, and the proper use and display of the American flag.

Peotone Junior and Senior High School:

Students shall refer to the Course Description Handbook for complete information on all courses offered at Peotone Jr. and Sr. High School and the Kankakee Area Career Center.

DISTRICT GRADING SCALE (approved in May 2004)

<u>Grade</u>	<u>Percentage</u>
A	94-100
A-	92-93
B+	90-91
B	85-89
B-	83-84
C+	81-82
C	76-80
C-	74-75
D+	72-73
D	67-71
D-	65-66
F	64 & Below

HAZARDOUS AND INFECTIOUS MATERIALS

By board policy, Peotone C.U.S.D. #207-U will take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials. If pesticides are necessary, they will be used only when District personnel, students, and visitors are not on school premises.

SCHOOL BUS EVACUATION

As soon as an emergency is detected, the driver must be notified so the bus can be driven from the road. The bus driver should put on the blinkers immediately. Students should prepare to evacuate immediately through the emergency doors and the main door. Emergency doors are on all buses, and riders should note the location upon entering the bus.

All buses also have emergency exit windows accessed by first lowering the top half and then pushing the window out. These windows are designated by signs above each emergency exit window.

During an emergency, the students must be quiet enough so the driver can give instructions and listen for further problems due to the emergency. These emergency procedures are practiced during two school bus evacuation drills each school year.

RULES AND REGULATIONS CONCERNING BUS RIDING

The complete rules and regulations concerning bus riding are established by the State Board of Education. They shall be enforced by school authorities. While waiting for a school bus or while on the school bus, students shall demonstrate behavior that is respectful to themselves, the driver, and other students.

1. The bus driver has complete authority on the bus and to passengers at all times. Students are responsible to teachers while in attendance at school.

2. Students must stay seated on the bus at all times while the bus is moving.
3. Any distraction of the driver's attention to remind a student of some regulation or to answer an unnecessary question jeopardizes the safety of every student in the bus. Students must not carry on unnecessary conversations with the driver.
4. Students shall always be ready for the bus at least five minutes before the time its scheduled arrival. Changing weather and road conditions make it impossible for the bus to arrive at the same time every morning.
5. Students have a responsibility to help keep the bus clean. Students must not throw waste paper on the floor of the bus or scratch the paint, or deface any part of the bus.
6. Pupils shall not stand in the traffic lanes while waiting for a bus.
7. Pupils shall not at any time extend their arms or heads out of a bus window.
8. Loading: When pupils must cross a road to be picked up, the driver, after looking for approaching cars, will beckon students when to cross. The pupils shall wait for the proper sign and then cross promptly.
9. Unloading: At all discharge points where it is necessary for the pupil to cross the highway, the driver shall direct the pupil to a distance 10 feet in front of the bus on the shoulder of the highway. The student shall remain there until a signal is given by the driver for the student to cross.
10. The use of tobacco, alcohol or controlled substances, profane or abusive language, or fighting while riding the bus will be enforced as they would on school property or in the school building.
11. The use of profanity on the bus will not be tolerated.
12. Students who ride the bus to school are not to leave the school grounds upon arrival at school. Students who ride the bus home are not to leave the school grounds after school before boarding the bus.
13. Any damage to the bus shall be reported to the driver as soon as possible. Vandalism or destruction of school property, whether intentional or negligent, shall be prohibited. A student found to have damaged school property shall be subject to discipline, restitution, and possible police notification.
14. Drivers have the right to assign seats if they deem it necessary.
15. Students shall sit facing the front of the bus with their feet on the floor.
16. Eating and drinking on the bus is not allowed.
17. Older students shall be helpful to and set a good example for the younger students.
18. Students who are riding the bus home with another student must have the written permission of a parent, permission from the principal, and permission from the bus driver in case the bus would be overloaded.
19. It shall be noted that video / audio surveillance may be utilized to monitor bus conduct when deemed necessary.

MISCONDUCT BY A STUDENT RIDING SCHOOL BUSES AND / OR VEHICLES

Any student found to be in misconduct of general behavior while riding school buses or school vehicles for curricular and/or extracurricular activities shall be affected in the following manner:

The driver will report the name of the offending student to the building principal. The principal shall notify the parent/guardian.

Disciplinary Consequences: Verbal Reprimand / Possible Detention through permanent removal from the bus depending on the frequency and seriousness of the offense.

Based upon the offense, the building principal has the discretion to alter the consequences stated.

TRANSPORTATION

Bus routes have been established and are available in the office of each school. All students outside the village of Peotone are eligible for bus transportation, and some students within the village limits are also eligible. Parents are reminded that all kindergarten students eligible for transportation including students attending half day will be transported to and from school except on the first day of school. Bus lists and routes will be posted in the hall during registration.

BUS ROUTES

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Buses will not leave their regular routes and cross over into other areas to drop off a student. If your child goes to a babysitter who lives outside of the regular bus route, then you must provide transportation to and/or from the sitter. Students are not allowed to ride a bus other than their assigned bus, unless a written request is received from the parent stating permission to do so. This request must be signed by the principal.

Students who come to school on the bus must also return home on the bus unless they have a note from the parent/guardian which is then signed by the principal. Only regularly scheduled bus students are to ride the school buses. If room is available on the bus, exceptions can be made with the permission of the principal. Bus students are to go directly to the buses as soon as they are dismissed from school.

TRANSPORTATION CHANGE

If the parent of a bus eligible student wish their child to go home on a different bus or be dropped off at a different location from the assigned stop, the following steps must be followed:

1. The parent shall request the change in the child's drop off location or bus stating the date(s), route(a.m./p.m.) and /or exact location of the drop off. The building administrator shall approve of such request; however, requests may be denied. Please make no assumption that requests will be honored.

2. A copy of the signed note must be given to the bus driver. If a parent changes child care arrangements that require changes in bus transportation, the parent must follow the two steps above. Child care arrangements should be consistent to avoid confusion.

We cannot accept verbal notification from the child of any changes of this kind. If we do not have a written note from the parent, the child will ride the regularly assigned bus and be dropped off at the usual location.

STUDENT TRANSFER

If you are moving and are withdrawing your child from school, please inform the school prior to the withdrawal date. We will complete student transfer papers for you to take to the new school. Your cooperation is always greatly appreciated.

The parents/guardians of new students will be asked to sign a release of school records form at the time of registration as well as complete regular registration materials. We will also ask to see an official copy of the child's birth certificate.

WILL COUNTY HEALTH DEPARTMENT

According to the Will County Health Department, all food provided at school or school-related functions must be prepackaged and sealed in order to be given to students.

Building principals will have more information regarding this policy.

PEOTONE HIGH SCHOOL

OFFICE / BUILDING HOURS

The Peotone High School Office is open from 7:30 a.m. until 4:00 p.m. on regularly scheduled school days. The Guidance Department office is open from 7:15 a.m. to 3:15 p.m.

The school will open at 8:00 am for students arriving early to school. Classes are in session from 8:25 a.m. until 3:10 p.m. and the building is open beyond these hours according to various activities or sport events.

CHECKING IN/OUT

Students who arrive late for school or who desire to leave school early, other than those with regular late arrival/early dismissal schedules, shall sign in/out with school office personnel. Students who fail to follow proper procedures will be subject to discipline.

ADDING/DROPPING CLASSES

A student may change, add or drop a course during the first five days of a semester with the approval of the teachers involved, and upon submission of a completed parental permission slip. Career Center students may drop a Career Center course during the first ten days of the course.

A student who is carrying seven classes may drop an elective at any time. Parental permission may be required.

A student may change levels in English, Math, and Science with the approval of the teachers involved and upon submission of a completed parental permission slip only during the first eight weeks of first semester.

Band and Chorus are full year commitments. A student may not add/drop Band or Chorus after the 5th day of the first semester.

REPEATING A COURSE

Students may repeat a course they previously passed if space is available. The grade earned will be recorded on the report card and on the student's transcript. The grade will NOT count in the GPA or GPE and no credit will be awarded.

CLASS LEVEL

For scholastic purposes, a student who has earned thirteen units and is continuing in school will have senior standing. A student who has earned eight units will have junior standing and one who has earned three units will have sophomore standing.

CLASS LOAD

The normal class load is five academic classes plus physical education. Students with a "C" average or better may elect to take seven courses. All students shall be enrolled in at least four academic classes and have no more than one study hall. Early dismissal and late arrival each count as a study hall for the purpose of determining class load.

CLASS RANK

Beginning with the class of 1999, all classes with the exception of driver education will be used to compute scholastic standing. In addition, beginning with the class of 1999, class rank will be based on total grade points earned rather than grade point average. Grade points are the number of points earned in a course multiplied by the credit earned for that course. One year at the Career Center is equal to three units; year-long classes award one unit; semester courses award one-half unit.

Class rank is computed at the end of the fourth, fifth, sixth, seventh, and eighth semesters. Correspondence courses are not computed in determining class rank or grade point average. To provide equity in determining rank based on grade points earned (G.P.E.), Peotone High School will limit the number of courses included in total G.P.E. to a maximum of 7 per semester. For the 9th, 11th, and 12th grades, the 7 will include 6 academic and 1 Physical Education. For the 10th grade, the 7 will include 7 academic for one semester and 6 academic for the semester in which the student is enrolled in Driver's Education, which carries no credit.

If the total number of courses taken by a student during a semester exceeds the maximum allowed, those courses with the highest earned grades will be used in G.P.E. calculation.

Summer school and evening courses will be included in the total G.P.E. only if they do not exceed the 7 per semester maximum, (2 semesters per year).

AWARDS AND HONORS

The Valedictorian and Salutatorian awards are given to the seniors who have the highest and second highest scholastic averages respectively for four years of high school. Beginning with the class of 1999, Valedictorian and Salutatorian awards are given to seniors with the highest and second highest total grade points earned.

Music and Athletic Awards are presented to students who participate in these activities and also meet a set of standardized requirements.

American Legion Auxiliary Girl's Good Citizenship Award and the American Legion Boy's Good Citizenship Award are presented to the senior girl and boy nominated by the faculty as the individuals who best demonstrate the qualities of honor, courage, scholarship, leadership, service and patriotism.

Awards are also given for superior achievement in academic disciplines. These awards are given to students who have shown exceptional ability and achievement in each academic area.

CORRESPONDENCE AND OFF-CAMPUS COURSES

Peotone High School will accept a maximum of one credit (beginning with the Class of 2009, two credits will be accepted) from an approved correspondence school and two credits from an approved summer school, night school or community college prior to graduation. Summer School, Night School, and Correspondent Courses required for graduation will not be accepted unless the student has previously failed the course. Please be aware that colleges may NOT award college credit for community college courses which appear on the high school transcript. Once a student's class has graduated, an additional two total credits from correspondence will be accepted. Correspondence courses are not awarded a letter grade and, therefore, are not used in calculating grade point average or class rank. Additional information may be obtained in the guidance office. Students should not enroll in any off campus courses without first obtaining the prior approval of the guidance counselor.

DEFINITION OF CREDIT

One credit is given for passing grades in a course meeting each school day for thirty-six weeks. Physical education yields one-half academic credit. Courses taken at the Kankakee Area Career Center meet for two hours per day and earn three credits per year. Driver education does not yield academic credit. All grades earned are computed in the student's grade point average and affect honor roll status with the exception of driver education. (See "Class Rank", for courses included in Grade Point Average beginning with Class of 1999.)

All courses, regardless of their origin, will be treated equally in the calculation of grade point average. Thus, courses transferred to Peotone High School from other high schools will be treated as if those courses were taken at Peotone High School. For example, a weighted Algebra course transferred from another school will be treated as unweighted in calculating Grade Point Average since it is not weighted at PHS; an unweighted Geometry class will be treated as weighted since it is weighted at PHS; physical education will be granted 1/2 credit per year (beginning with the Class of 2009, physical education will be granted one credit per year) regardless of the credit awarded by the transferring school.

CORRESPONDENCE AND EARLY GRADUATION

Correspondence courses may not be used to fulfill graduation requirements by students selecting early graduation.

COLLEGE ENTRANCE EXAMS

College-bound students are encouraged to take the PLAN Test (pre-ACT) in the sophomore year and the PSAT Merit Exam during the junior year.

College-bound students are encouraged to take the ACT Exam during the spring of the junior year or during the early part of the senior year. The SAT exam is required by some private colleges.

GRADUATION REQUIREMENTS

A student must earn a total of twenty credits to graduate from Peotone High School. Fifteen of these credits must be earned in ACADEMIC courses other than driver education, band, chorus and P.E. A credit is earned as follows: 1 credit per full year course with the exception of P.E. which awards 1/2 credit for successful completion of a full year and Career Center courses which award 3 credits. Semester courses award 1/2 credit per semester.

3 1/2	English	3 1/2 years, including English I, English II, American studies or Cont.Am.Lit. and one semester of Public Speaking.
2	Math	2 years
1	Science **	1 year of science -NOTE-Beginning with the class of 1999, two years of science (one year must be biology; one year must be physical science)
1	U.S.History	1 year required in junior year.
1	Social Studies	1 additional year
1/2	Health	1 semester
1/2	Consumer Ed.	1 semester, includes <u>required</u> U.S. and IL. Constitution exam.
1	Fine Art/Lang. Voc. Ed.	1 year chosen from Music, Art, Vocational Education, and Foreign Language.
1/2	Computer Lit.	1 semester, beginning with the class of 1999.

1 1/2 Physical Ed. **

3 years (if excused from P.E., the student must take a substitute course).

8 Electives
20

A student who does not complete his or her eighth semester in academic and disciplinary good standing will not be permitted to participate in the commencement ceremony. Academic good standing shall mean that all requirements for graduation have been met.

* Beginning with the 2002-03 school year, students who pass the Computer Literacy Proficiency Test will not be permitted to enroll in the high school computer literacy class.

** Beginning with the Class of 2009, a total of 22-1/2 credits are required, including 3 credits of science (one biological science and one physical or earth science). Also, physical education will be granted 1/2 credit per semester.

DRIVER EDUCATION

As per Illinois State law, students who desire to take driver education must receive a passing grade in at least eight courses during the previous two semesters prior to taking driver education. All students must successfully complete thirty (30) clock hours of classroom instruction and six (6) hours behind the wheel. Any student not meeting the above mentioned requirements will receive a failing grade, resulting in a need to retake the class.

EARLY GRADUATION (after 7th semester)

The Board of Education shall award a high school diploma to each student who meets the following requirements:

1. The student has earned the required number of high school credits; and
2. The student has been in attendance at an approved high school for a minimum of seven semesters.

The Board of Education may waive the attendance requirement under appropriate circumstances and provided required procedures are followed.

To apply for early graduation, the parent of the student seeking to graduate shall:

1. complete an application available in the guidance office, which includes parent signature and states reason for the request
2. submit the application to the guidance office prior to the end of the student's sixth semester of attendance.

Requests that meet with the approval of the counselor, administration, and superintendent will be presented to the Board of Education for consideration. Students whose requests are denied by the counselor, principal, and superintendent shall have a right of appeal to the Board of Education.

Parents and students requesting early graduation should be aware of the following:

1. Seniors who attend Kankakee Area Career Center will not be permitted to graduate early.
2. Correspondence courses may not be used to fulfill graduation requirements by student selecting early graduation.

After the end of the first semester of the senior year, a student electing early graduation will no longer be eligible to participate in school-related activities (including junior-senior prom

and the May/June graduation ceremony). Early graduates attending second semester athletic and other school-related events requiring an admission fee will pay adult ticket prices. There will be no mid-year graduation ceremony for early graduates.

SPECIAL POPULATION SERVICES

Specific special services are available to identified Special Populations. Students enrolled in targeted programs in our school and in the regional career center. These services are structured to promote the success of these students in their targeted vocational courses. Certain criteria must be met to be eligible for these services which could include (but are not limited to), tutorial services, financial assistance, resource materials, counseling and assessments. Special Population Students should contact their counselor for specific information concerning special services available to them while enrolled in targeted programs.

Peotone High School does not discriminate on basis of age, color, race, national origin, sex, religion or disability.

COLLEGE CAMPUS VISITS

Seniors may be allowed two (2) school days for college visitations. Juniors may be allowed one (1) school day for college visitation. The school reserves the right to deny a request. The following requirements apply:

1. appointments for campus visits on days when PHS is in session must be made through the guidance office a minimum of two (2) days prior to the visit.
2. visits to the local community colleges are limited to 1/2 day.
3. the maximum number of PHS students per campus visit is three (3).
4. No college visits will be permitted during the month of May.
5. the "College Visitation Request" must be signed and returned to Mr. Maupin prior to the visit.
6. the "Campus Visit Verification" must be returned to Mr. Maupin following the visit.

HEADSTART-ON-COLLEGE

Objective: To provide college-bound seniors the opportunity to earn college credit by enrolling during the school day in college courses during the second semester of the senior year.

Eligibility

Seniors are eligible if:

1. the student enrolls in sufficient credit courses at PHS during the 8th semester to meet high school graduation requirements
2. the student has a cumulative G.P.A. of 4.000 or higher;
3. parent approves;
4. counselor verifies credits earned and requirements met.

Program Guidelines

The student must:

1. be enrolled in 5 courses:
 - a. a minimum of 3 courses at PHS (one must be physical education and
 - b. 2 college courses;
2. provide written verification of enrollment and attendance by college instructor at 5th and 10th week.

Applications are available in guidance.

GUIDANCE DEPARTMENT

Students are invited to visit a counselor when they feel they have a problem or need information. Students wishing to use the guidance office or talk to a counselor should request a pass from a counselor. Counselors are always happy to talk with parents and may be contacted by calling the guidance office. The School District encourages that vocational and college planning begin as early as possible in a student's school career. During the early part of the junior year, college-bound students should try to decide what field(s) they are interested in and begin searching for colleges which offer courses in these areas. Application is usually made to college during the fall of the senior year. Students are encouraged to discuss college and vocational plans with their counselors and to meet the college, military, and technical school representatives who visit the guidance office during the school year.

The guidance office maintains vocational and college information. A counselor will be happy to help students locate resources which may be helpful.

Financial aid is based primarily on need. However, there are a few scholarships available for which need is not a factor. There are many publications and lists available in the counselor's office pertaining to specific scholarships. College catalogs usually list what scholarships and financial aid a college offers. Often, labor unions, employers and other organizations offer scholarships to children of members and employees. Forms for state and federal grants are available in the guidance office.

Students should note daily announcements, "All Around School", in The Peotone Vedette, and guidance bulletin boards for important information.

HIGH SCHOOL TESTING PROGRAM

The high school testing program is designed to test student achievement, abilities, and interests. The test schedule includes:

10th grade: PLAN
ASVAB - (Armed Services Vocational Aptitude Battery)
COPS - (California Occupational Preference System)

11th grade: PSAT/NMSQT
ACT (and/or SAT)
PSAE

HONOR ROLL

At the end of each grading period and semester, an Honor Roll is published recognizing those students who have achieved academic excellence and to encourage high standards of scholarship. Students who achieve a 4.0 grade point average are included in the regular honor roll. A 4.5 grade point average is required for inclusion on the high honor roll, and a 5.0 grade point average is required for inclusion on the superior honor roll.

Honor points are assigned to each grade as follows: A=5, B=4, C=3, D=2, and F=1. Weighted grades are assigned the following honor points: A=6, B=5, C=4, D=3, and F=2, F--=1. The total honor points earned is divided by the number of credits the student receives each grading period. Beginning with the Class of 1999, weighted grades are assigned the following points: A=6, B=5, C=4, D=2, F=1.

GRADING SYSTEM

The school year is divided into two semesters. Each semester is divided into two nine-week grading periods. Grade cards are distributed to students at the end of each grading

period. Failing notices or near failing notices will be sent to parents halfway through the grading period. For the purpose of determining semester grades, each nine-weeks will count as 40% and the semester exam will count as 20%. Work not completed near the end of a nine week period or semester may result in a mark of "I" or Incomplete.

Incompletes will revert to "F" if work is not made up within ten (10) school days after the end of the semester or nine-week period.

SEMESTER TESTS

Semester tests are required in all subjects unless a waiver is issued by the appropriate school administrator. Semester exams will count as 20% of the semester grade. Students who do not properly complete their exam by remaining for the entire exam period will be treated as though they missed taking the exam. Second Semester Senior Final Exams may be issued at the discretion of his/her respective teacher.

TRANSFER COURSES

All courses, regardless of their origin, will be treated equally in the calculation of grade point average.

Thus, courses transferred to Peotone High School from other high schools will be treated as if those courses were taken at Peotone High School. For example, a weighted Algebra course transferred from another school will be treated as unweighted in calculating grade point average since it is not weighted at PHS; an unweighted Advance Placement Calculus class will be treated as weighted since it is weighted at PHS ; physical education will be granted 1/2 credit per year regardless of the credit awarded by the transferring school.

WEIGHTED GRADES

The following courses are weighted:

ENGLISH:	Advanced Placement English IV American Studies - Literature
MATHEMATICS:	Advanced Placement Calculus
HISTORY:	Advanced Placement American Studies - History

Each weighted class will carry one extra point according to the following schedule:
See "Honor Roll" for points assigned to weighted grades.

KACC STUDENT GUIDELINES

Students attending the Kankakee Area Career Center (KACC) shall be aware of the following:

1. Students enrolled in career center courses for the entire school year. Students will not be permitted to drop KACC courses after the 10th day of the first semester.
2. The KACC bus departs promptly from PHS at the bell which signals the beginning of the 5th period. That time is 12:28 p.m. **Do not miss the bus!** If you do, you will sit in the office until 3:10 p.m., and your absence will affect your KACC grade.
3. Misbehavior on the KACC bus is a serious offense.

KANKAKEE AREA CAREER CENTER

Peotone High School reserves the right to invoke its own disciplinary penalties upon

students who violate school policies while attending classes or functions relating to the Kankakee Area Career Center.

CAREER CENTER/SCHOOL BUS DISCIPLINE

Students who miss the Career Center bus shall report to the office and remain in the office until the KACC bus returns. Discipline for misconduct on any bus shall be imposed with a range of discipline: warning and seat assignment, detention, Saturday School , suspension from the bus and/or a recommendation for expulsion.

Nothing in the above schedule shall be interpreted to prevent school officials from assigning alternate or additional discipline to that scheduled above under appropriate circumstances.

CRETE-MONEE ALTERNATIVE PROGRAM (CAP)

Students in grades 9-12 registered in the Peotone Community School District 207-U are eligible for CAP with referral from a faculty committee. Students who complete the CAP Program will be eligible to receive a Peotone High School diploma; however, they will be unable to participate in the graduation commencement exercises. In addition, those students over 16 years of age attending CAP in any given semester must wait until the following semester to return to the home school. ***Students are responsible for financial tuition.***

ABSENCES CAUSED BY FIELD TRIPS

Any student desiring to participate in a school field trip which will result in absence from school during the school day shall follow the procedures set forth in following section, "Arranged Absences".

ARRANGED ABSENCES

Students and their parents are encouraged to arrange for school approval of student absences in advance whenever possible and practical. In order to obtain approval, a student must present a parental note stating the reason for the proposed absence.

The student must obtain a pre-excused absence form, and, when appropriate, a verification form from the office. The student shall be responsible for completion and submission of required approval forms. Following an absence, a student may be required to submit a verification form.

EXCUSED AND UNEXCUSED ABSENCES

School administration may, at its sole and exclusive discretion, determine if a student absence from school is excused or unexcused. In the event of an excused absence, the student shall be permitted to make up the school work which the student missed because of the absence. In the event an absence is determined to be unexcused, the student shall not be permitted to make up school work missed for credit and may be subjected to other appropriate discipline.

The decision as to whether or not any particular absence shall or shall not be excused, shall lie exclusively with school administration. Generally, however, medical excuses, medical appointments, funerals, court appearances, college visitation, religious observance, and personal illness shall be treated as excused absences. Other reasons for absence may be deemed excused as may be determined on a case by case basis. Hair appointments, vacations without parents, a desire to take the driver's license exam, and cutting school shall

be treated as unexcused absences. Absences for other reasons may also be treated as unexcused as may be determined on a case by case basis.

TRUANCY

An act of truancy will result in the student serving a Saturday School for 1-3 periods of unexcused absence and two Saturday Schools for four or more periods of unexcused absences.

TARDINESS

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. Students reporting late to school must check in with the office before going to class. Students arriving late because of late bus arrivals are not counted tardy.

HIGH SCHOOL.....Students are required to obtain a pass from a member of the school staff or a tardy slip from the office before the student will be admitted to class. After receiving two tardy slips in a semester, the student shall receive one detention for each subsequent occasion the student is tardy during that semester. Any single tardy of five minutes or more will result in one detention. Any student who misses more than half a class period by reason of tardiness will be considered absent, not tardy.

Each high school student is granted one (1) car pass per school year. This car pass is used for arriving late to school for reasons such as: flat tire, or car battery.

STUDENT DISCIPLINE

School disciplinary responses may occur whenever the school can show a legitimate school purpose in such response, regardless of where or when the student conduct giving rise to the proposed discipline occurs.

DISCIPLINARY ALTERNATIVES

When appropriate, school officials may offer enrollment in the Healthy Habits program at Riverside Hospital or other dependency treatment program as a disciplinary alternative.

DETENTION

Students may be assigned a detention by School District teachers or administrators.

Detention shall be 45 minutes in length and shall be served from 7:30 a.m. to 8:15 a.m. Students will be granted two days in which to serve the detention. Failure to serve a detention as specified will result in a Saturday School. Transportation to school is the sole responsibility of the student.

ADDITIONAL DISCIPLINE FOR ACCUMULATION OF TARDY DETENTIONS

A student who is assigned multiple tardy detentions during a semester may be assigned Saturday School and/or additional discipline at the option of school personnel. For accumulation of office detentions:

7 detentions:	Automatic Saturday School
10 detentions:	" "
13 detentions:	" "
16 detentions:	" "

Office detentions occurring past the number of 19 will result in one Saturday School per incident. Additional discipline at the option of school administration may include out of school suspension.

Refer to Saturday School Rules and Regulations.

CLASSROOM CONDUCT--PREPARATION

Each student shall be orderly and respectful of others at all times. Each student shall arrive for each class prepared for the class by having in his or her possession a pen or pencil, notebook paper, required textbooks, and such other materials as may be required by the classroom teacher.

FOOD AND DRINK

No food or drink shall be consumed in the school building except at lunch time and only then in the cafeteria. Food or drink brought into the building for lunch is to be taken directly to your locker and should remain in your locker until your specific lunch period. Absolutely, **NO** open cans of pop. Glass containers should not be brought into the building. **NO GUM IS ALLOWED IN THE BUILDING.**

BOOK BAGS / BACK PACKS / DUFFLE BAGS

Beginning in the 2004-05 school year, students **will not be allowed** to carry bookbags, back packs or duffle bags to classrooms. Such items must be left in their hallway lockers. Administration may make an exception to this policy for those with an existing medical condition.

HANDHELD VIDEO GAMES / CARD PLAYING

Handheld video games, including games on calculators, will not be allowed during school hours. Card playing will not be allowed during school hours. Violations will result in a 1st offense warning, then confiscation of the items on subsequent offenses.

REMOVAL FROM CLASS

Student classroom disruptions will result in a range of the following disciplinary actions:

Parental contact by teacher/conference, Loss of credit for the period, Detention, assignment of Saturday School(s), three (3) day suspension from that class, further class suspension, out of school suspension, and/or recommendation for expulsion, depending upon individual circumstances.

The administration reserves the right to modify the above to fit the severity of the situation and/or the needs of the staff and students. At any time, at the discretion of the administration, students under suspension may be required to return to school with a parent/guardian to regain admittance.

FLOWER DELIVERIES

Due to lack of secure space and personnel to oversee handling, flower deliveries are discouraged at the school. Flower deliveries on holidays, including Valentine's Day, will not be allowed until 3:00 p.m., and then only to the office. Students will be allowed to pick up their flowers after school. Students are encouraged to have flowers delivered to the home.

COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT

Internet access is now available to students and teachers in the Peotone District 207-U schools. We are very pleased to bring this access to Peotone District 207-U and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in

district schools by facilitating resource sharing, innovation, and communication. An acceptable use policy will be distributed to students by staff.

Students violating the District 207-U Acceptable Use Policy for computers will face disciplinary actions including, but not limited to, detentions, suspensions, monetary reparations, for damages, including labor, and/or limited/monitored access.

Students found tampering with computers, applications on computers, or the building network in any way, including uploading and/or downloading unauthorized applications or materials, will be considered to have committed an act of vandalism.

Violators will be responsible for monetary reparations but not limited to, detentions, suspensions, limited/monitored access, and/or expulsions.

Access to the Internet from Peotone District 207-U computers is provided by the Board of Education for the support of your education. The following are reminders and guidelines related to the use of the Internet on Peotone High School computers:

1. You may use the Internet resources only when given permission by a teacher to do so.
2. You may "bookmark" sites only when given permission by a teacher to do so .
3. You are not to change any of the settings on the computer or in the internet browser application (Netscape Navigator or Internet Explorer).
4. You do not have permission to visit any site deemed "inappropriate" by a teacher.

These guidelines are not meant to restrict your education in any way, nor are they meant to instruct you in any values system. Because you are using computers in a shared environment (labs, networks, etc), changing settings or using resources without permission interferes with other students' access to resources. Because you are using these resources in an educational setting, certain types of materials are considered inappropriate for access at school.

Students who are found in violation of any of the above guidelines will be sent to the Dean's office for discipline.

NATIONAL HONOR SOCIETY

Students having a minimum cumulative Grade Point Average of 4.500 are eligible for NHS membership after their 5th, 6th or 7th semesters. The students are notified by mail of their eligibility and asked to complete an "activity list and courses taken" form. Although completing this form is optional, it is highly recommended that the student takes the time to complete it. A copy of each student's form is given to every faculty member prior to their voting. Faculty members will base their vote on the student's Grade Point Average (40% of the average), leadership, character, and service qualifications. The Faculty Council will review the results of the faculty vote and select the students for membership.

PHYSICAL EDUCATION CLOTHING

Regulation clothing is required for both boys and girls for participation in physical education. Clothes are to be taken home every Friday and cleaned before Monday. Failure to dress properly will result in discipline.

PHYSICAL EDUCATION EXEMPTIONS

Students in grades 11 and 12 may request exemption from physical education when the following conditions exist:

1. The student is participating in interscholastic athletics as certified by the appropriate school officials;
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School District staff shall verify the student's present and proposed schedule will not permit completion of the completed course; and
3. The student lacks sufficient course credit in one or more courses required by law or school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits for other reasons will be eligible to apply for this exemption.

Students in grades 9-12 may be granted exemption from physical education for the following reason:

1. Enrollment in a marching band program for credit. This policy excuses pupils from physical education only during the marching band season.

Each request for exemption from physical education instruction shall be verified, and eligibility will be determined on a case-by-case basis by school officials. Each student excused from physical education must maintain a schedule which meets minimum school day requirements.

PHYSICAL EDUCATION SUPPLIES

Each student is supplied with a combination lock for his or her physical education locker. The student is responsible for keeping the locker locked at all times. The student shall not share the combination with any other person. Locks shall be collected at the end of the school year. A minimum fee of \$5.00 will be charged for lost or damaged locks. Only school-issued locks are permitted.

TELEPHONE

The high school maintains a telephone for the transaction of school business. Students will not be called to the phone except in emergencies. Messages or notices to call will be given to students at the close of a class period. Students may return calls from the pay phones located in the commons area.

LOCKERS

Each student will be assigned a school locker. Each locker has a permanently attached combination lock. Only locks provided by the School District may be used on school lockers. Additional or replacement locks may be obtained at no cost in the school office. Students shall use the lock and locker assigned to them and shall not share lockers or give access to locker combinations to other persons. Each student shall care for and maintain his or her locker in working order. Students shall report broken locks or lockers to the school office immediately. The school reserves the right to inspect and search lockers at any time. Lockers shall remain clean at all times. Objectionable material including, but not limited to alcohol, drug, or gang materials, shall not be posted on any part of a locker. A student may be assessed a fee to cover the cost of locker cleaning or repair.

LATE ARRIVAL--EARLY DISMISSAL--WORK RELEASE

A junior or senior may contract for a late arrival or early dismissal schedule. Whether such a request is granted or denied shall be at the sole and exclusive discretion of school officials. A student who is on a late arrival/early dismissal schedule shall not loiter in the school building or on school grounds. A student on a late arrival schedule shall not report to school before 9:15 a.m. and shall not circulate through the building until the end of first period. Early dismissal students shall be dismissed at the end of sixth period. Work release (for seniors only) requires verification of employment, the approval of a parent and the approval of school officials. Late arrival and early dismissal each count as a study hall for purposes of determining class load.

WITHDRAWAL FROM SCHOOL

Upon withdrawal from school, the student shall return school property to an appropriate school official. The student shall secure a drop slip from the counselor. The student shall secure from each of his or her teachers a slip verifying that all books and school materials have been returned to the school. The signed slip(s) shall be delivered to the counselor.

LIBRARY RULES

The following rules apply to access to and use of the high school library. Students shall:

1. refrain from speaking or whispering unless permission has been given by the teacher in charge;
2. stay in front of the charging desk; the student librarian or librarian will retrieve materials for you;
3. check out all books, magazines, and other materials when removing them from the library;
4. not underline, check, draw, or write in any library material;
5. not deface any library material; and

RULES FOR SATURDAY SCHOOL/DETENTION

1. Saturday School will meet from 8:30 - 11:30 a.m. A five-minute break will be taken at 10:00 a.m.
2. Students attending Saturday School must report to study hall at the high school before 8:30 a.m. Students will be allowed only to enter and exit the front doors to the high school (east side). These doors will be open from 8:15 a.m. until 8:30 a.m. **DO NOT BE LATE!** All necessary materials for the detention must be taken home the previous night. There will not be access to lockers under any circumstances. Students must be prepared with books, paper, and pencil to keep busy for the time assigned.
3. Absolutely no talking.
4. Students will remain awake and will sit in an upright position.
5. Students will sit properly at the desk with their feet on the floor at all times.
6. Students must bring with them in the morning all materials needed to study during the assigned time. Students may not leave the class for any reason except during break. Appropriate materials should be available to read if there is no school work.
7. No drinks, food, candy, games, walk mans, writing notes allowed.
8. Student Handbook policies will apply.
9. Any student dismissed from Saturday School may be suspended out of-school for 3 days.
10. Students may speak only with the staff member in charge.
11. Students may accumulate only four (4) Saturday Schools in a semester.
**After the fourth assignment to Saturday School, any offense for which a student would receive a Saturday School, will result in a three day out of school suspension.
12. Saturday School will be held at Peotone High School.
13. Students who fail to serve a Saturday School assignment will be issued a three-day out of school suspension.

MISCONDUCT BY STUDENTS

Students shall be subject to school rules and regulations regarding student conduct and rules and regulations pertaining to school vehicles when riding in or waiting for school vehicles or when riding in or waiting for private vehicles being driven to or from a school function. Any violation of such rules will subject the student to school discipline.

MOTOR VEHICLES

An eligible student may be granted the privilege of driving to school, subject to the student's compliance with motor vehicle and other school rules. Driving privileges may be revoked at any time by school officials for violation of motor vehicle rules for any other reason deemed appropriate by school officials.

Additional discipline may be imposed for violations when deemed appropriate by school officials:

1. Students must register their vehicles in the school office. Each vehicle the student may drive to school must be registered. All registered vehicles will be issued a parking permit which must be displayed upon arrival at school.
2. Vehicles are to be parked upon arrival at school and not driven or occupied during any part of the school day.
3. Students shall park in the designated southeast parking lot.
4. The speed limit on school grounds is 10 miles per hour.
5. Students shall park in the prescribed manner, and only in spaces designated for students.
6. Students shall obey all motor vehicle laws and shall drive and comport themselves in and around motor vehicles so as to protect the health and safety of themselves and others.

STUDENT VEHICLE REGISTRATION PROCEDURE

Parking at Peotone High School is a privilege given to students as a courtesy. It is, therefore, subject to discontinuation if abused. All students must agree to prescribed rules as handed out at registration and sign the parking regulations form. Any violation of the above or other serious incident may result in towing, loss of driving privileges, other disciplinary action, or all of the preceding.

If the student fails to hand in his parking tag at the end of the year, there will be an automatic \$2.00 charge.

STUDENT GOVERNMENT

Peotone High School shall establish an elected and representative student government with offices open to all students. Each student shall be enfranchised with a vote. The student government shall be elected annually pursuant to the rules adopted by the student government.

NO PASS - NO PLAY

As a result of House Bill 452 which became effective on December 4, 1997. "The School Board of each school district that maintains any of grades 9-12 shall establish, implement, and enforce a uniform and consistent policy under which a student in any of those grades who fails to maintain a specified minimum grade point average or a specified minimum grade in each course in which the student is enrolled or both is suspended from further participation in any school sponsored or school-supported athletic or extracurricular activities."

SCHOOL SONG

On you Devils, on you Devils, fight for victory.
Win or lose, we're backing you, ever loyal we shall be.
On you Devils, on you Devils, strive to conquer all.
Blue and white will shine its light and never fall.
Che cha che ah ha. Devils, devils, ra ra.
Che cha che ho ho. Devils, devils, go go.
D - E - V - I - L - S Go - Devils

STUDENT ACTIVITY PROGRAM

In order for a student to have a fully satisfying high school experience, the School District encourages involvement in one or more of the following extracurricular activities:

Drama - Play / Musical
Foreign Language Club
FFA
FCCLA
National Honor Society
Chorus / Swing Choir

TAD
Speech Team
Thespians
Newspaper
Yearbook
Skills USA

JETS Team
Student Council
Math Club
Band
Dance Team
Scholastic Bowl

**PEOTONE COMMUNITY UNIT SCHOOL DISTRICT NO. 207--U
ACTIVITY CODE**

PHILOSOPHY

Participation in extracurricular activities is a privilege and not a right. Each student is in school first to obtain an education and then to participate in athletics or activities. Participation in extracurricular activities demands certain commitments. Through participation, students will learn skills, develop loyalty to others, learn the meaning of commitment, discipline, honor, and develop work ethics that are essential to a successful life.

PURPOSE

The Board of Education and staff of Peotone Community Unit School District No. 207-U have adopted this Activity Code which applies to all students in grades 6-12 who desire to participate in extracurricular activities or athletics. This document applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on participants in extracurricular activities and athletes.

The use by any participant in any activity of tobacco, alcohol, performance altering substances not prescribed by a physician for medicinal purposes for the patient who is using them in the manner in which they were prescribed is prohibited. There are other specific prohibitions relating to tobacco, alcohol and or performance altering substances contained elsewhere in this Code which are to be read in addition to the above. The use of these items by a student who participates in an activity presents a hazard to the health, safety and welfare of the student, as well as those with whom the student participates or competes.

Participation in activities is a privilege available to qualified students. Those who participate have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Peotone Community Unit School District No. 207-U. Strict adherence to the rules and policies set forth in the Activity Code is a responsibility which accompanies the privilege of participation. If a student fails to comply with the terms of this Code, the privilege to participate may be lost in accordance with the terms of this Activity Code.

DEFINITIONS

1. Student or Participant

Student or participant in this Activity Code means any boy or girl enrolled in grades 6 through 12, or who otherwise has authorized administrative permission to participate and who is participating and/or intends to participate in an interscholastic athletic or other Peotone Community Unit School District No. 207-U sponsored extra curricular activity.

2. Activity

“Activity” is to be read as broadly as possible whenever the word appears herein and means any tryout, practice, game, event, contest, competition, tournament, match, meeting or recreation connected to the conduct of a sport or school sponsored activity, including school sponsored weight training, summer league, camp, or open gym.

3. Sport

Sport means any interscholastic sport sponsored by Peotone Community Unit School District No. 207-U and includes Dance Team (pom poms).

CONFERENCE AFFILIATION

Peotone High School is a member of the River Valley Conference and Interstate Eight Conference and Illinois High School Association (IHSA). Eligibility of students is governed by the rules and regulations of the IHSA, the relevant conference, the Board of Education, the superintendent of schools, the principal, the athletic director and the coaches and sponsors of the various sports and activities offered at Peotone Junior and Senior High School.

WHEN THIS ACTIVITY CODE IS IN EFFECT

The rules set forth in this Activity Code are in effect throughout the year from the first tryout, meeting or practice session for any particular sport or activity a student attempts until the end of the student's eligibility, twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale.

POLICY CONFLICTS

In the event of conflict between any school board policy, rule or regulation and rules contained in this Activity Code, the rules contained in this Activity Code shall exclusively apply and prevail. In the event there is uncertainty as to whether this Activity Code is in conflict with or is meant to be in addition to school board policies, rules and regulations, this Activity Code shall be deemed to be in addition to school board policies, rules or regulations.

REQUIREMENTS FOR PARTICIPATION IN: ATHLETICS OR DANCE TEAM

An athlete or participant in dance must have the following fully executed documents on file at the school office wherein the athlete or dance team member is in attendance before the first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches that finds the student is physically able to participate; and
2. A permission slip to participate in the specific activity in which the student intends to participate signed by the student's decision making authorized parent or guardian; and
3. Proof the student is covered by medical insurance; and
4. A receipt showing the student and his/her parents received a copy of the Activity Code, understand the terms of the Activity Code and agree to abide by its terms and conditions.

Students seeking to participate in activities other than athletics and/or dance team shall comply with items 2. and 4. hereinabove.

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

A student who is absent from school on the day of an activity shall be ineligible for any activity on that day unless the absence has been approved in writing by administration. Exceptions may be made: 1.) for a medical reason pre-arranged with administration or 2.) for a death in the student's family. A student who has one or more truancies or who has been suspended from school may be suspended from participation in activities (including athletics) by administration.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the administration.

ELIGIBILITY

Eligibility shall be governed by the rules of the IHSA and all applicable school board policies, rules, and regulations. In some cases, Peotone Community Unit School District No. 207-U eligibility rules may be more stringent than IHSA rules, in which case the Peotone Community Unit School District No. 207-U policies, rules and regulations, whichever, is appropriate shall apply. To retain eligibility, a student must have passed 20 semester hours of academic course work in the semester preceding his or her eligibility and must have passed 20 semester hours of academic course work in the week preceding his or her eligibility.

GOOD STANDING

In order for a student to qualify for post-season awards and/or recognition, the student must complete the season in "good standing." For a student to be in good standing the student must be eligible to participate in the activity. If a student fails to complete a season in good standing because the student has been disciplined by school officials, the disciplinary penalty shall be continued into the next season in which the student participates until the penalty has been served completely.

ELIGIBILITY - GRADES

Students involved in extracurricular activities failing two or more subjects after the first and/or third quarters will be ruled ineligible for the entire succeeding quarter. Student(s) involved in extracurricular activities failing more than one subject may practice, but not compete or perform in a contest or event.

Students involved in extracurricular activities failing two or more subjects after the first and/or second semester will be ruled ineligible for the entire succeeding semester. Student(s) involved in extracurricular activities failing more than one subject may practice, but not compete or perform in a contest or event.

Academic summer school options may be available at off-campus sites. To have such course work apply to restoration of eligibility, a student must obtain prior approval from school administration.

MANDATORY SCHOOL-SPONSORED TUTORING

Students who are failing one (1) course per week will be required to complete school-sponsored tutoring in order to remain eligible. If a student is failing one course in a given week, the student must actively participate in one (1) hour of school-sponsored tutoring assistance per week in that course to remain eligible. Tutoring may be completed during the school day or before or after school hours.

Failure to complete the required school-sponsored tutoring shall result in the student's academic participation ineligibility the next school week. When a student participant is

determined to be passing a course he or she was previously failing, the student shall be excused from the tutoring requirement described above, unless the student requests otherwise.

A student who is failing no more than one (1) course, shall not be penalized as to participation in an activity so long as the student actively participates in the school-sponsored tutoring program.

EXPECTATIONS

School officials have the following expectations of students who participate in activities:

1. Students will make and keep a season long commitment to the activity, its coaches, and sponsors and the participant's teammates.
2. Students will comply with the rules of the school, Activity Code, and team.
3. Students will be coachable and have positive attitudes.
4. Students will be drug and alcohol free.
5. Students will set realistic and challenging goals for themselves.
6. Students will be true student-athletes focusing on academics and showing school spirit.
7. Students will respect the coach, sponsor, teammates, officials, parents, and PHS facilities and equipment.
8. Students will demonstrate good sportsmanship at all times.
9. Students will be leaders and positive role models.

ACTIVITIES

Peotone Community Unit School District No. 207-U provides the following activities and sports, each of which is governed by this code:

Athletics - (Boys and Girls)

Golf	Football	Soccer	Volleyball	Cross Country
Basketball	Bowling	Wrestling	Baseball	Softball
Track and Field	Cheerleading Dance (Pom Pons)			

Activities / Clubs - (Boys and Girls)

Drama / Theater	National Honor Society	VICA	Ecology
Show Choir	Speech	FFA	Yearbook
Foreign Language	Journalism	FCCLA	Technology
Math	Class Officer	TAD	Science
Scholastic Bowl	Student Council		

INSURANCE

Before any student-athlete or dance team participant shall be permitted to practice for, participate or compete in any athletic event, and before any athletic equipment is issued to the student, the student must:

- a. be currently enrolled in, and have paid the current premium for the school district's

health insurance plan; or

- b. provide proof of coverage for athletic injuries by a private insurance carrier in the form of a certificate from the insurance carrier or other good and sufficient proof of coverage and have on file with the school district a signed insurance waiver.

REPORT OF INJURY

Each student shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by competition or participation to the head coach of the sport in which the athlete competing or the sponsor of the activity in which the student is participating.

STUDENT INJURY

No student shall be permitted to participate in an activity if the nature or extent of an injury to the student dictates that the student should be withheld. When doubt exists as to the ability of the student to participate, practice, or compete, competent medical advice shall be solicited.

MEDICAL RELEASE TO RETURN TO PARTICIPATION IN AN ACTIVITY

When there is any question of a student's medical fitness to participate, practice, or compete, coaches, sponsors or school officials may require the student to provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before allowing the student to engage in further activity. In each instance when a student has been directed by a coach, sponsor or other school officials to seek medical examination or treatment, the student shall provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before the student is allowed to resume participation in the activity.

USE OF EQUIPMENT

Participants shall be responsible for the care and maintenance of all equipment issued to them.

RETURN OF EQUIPMENT

Each participant issued equipment shall return the equipment in the condition in which it was received, normal wear and tear expected, to the coach or sponsor within one week of completion of the season for which the equipment was issued, or within one week of the end of the student's participation for the season, whichever comes first. If a student fails to return equipment as required, or returns it in damaged condition, the student may be charged for replacement or repair, or otherwise disciplined as appropriate.

LOCKERS

Lockers are school property and are loaned to students for their temporary use. Lockers are subject to search by school officials at any time.

TRAVEL

All students shall travel to activities and return home from activities with the team, group or club in which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by a coach, sponsor or administrator upon advance written request of an student's parent or guardian and provided the parent or guardian appears and accepts custody of the student. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by

the parent. Oral requests shall not be honored and oral permissions shall not be valid.

TRAINING RULES

The coach of each sport may establish training rules which shall apply to each student athlete participating in the sport, provided however, such rules shall not be inconsistent with the rules provided herein. Training rules, the purpose of which shall be to enhance the educational experience, provide for the safety, or protect the physical well-being of the student athlete, shall be subject to the approval of the superintendent of schools. Before the adoption of any training rule(s), the proposed rule(s) shall be submitted to the athletic director who shall submit the rule(s) to the superintendent of schools for approval.

ATTENDANCE AT PRACTICES, GAMES, MEETS, AND ATHLETIC EVENTS

For the protection of the health and safety of students, and to protect the integrity of the team, group or club, members shall be required to attend all regularly scheduled practices, games, meets and events of the team, group or club. Failure to attend by a member may result in discipline, including suspension or dismissal from the team, group or club.

DRUGS, ALCOHOL AND/OR TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medicinal doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events or activities at any time. This prohibition shall include all school-sponsored or related activities, whether held before or after school, evening or weekends and shall additionally include a prohibition of use by a student in any instance where the school can demonstrate a reasonable connection to the school program or school extra curricular program. For the purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Any student found to be in violation of this policy shall be subject to discipline in accordance with the school district's Activity Code discipline policies, rules and regulations as provided herein.

DEPORTMENT AND CONDUCT

Behavioral misconduct by students participating in activity(s) shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. insubordination; or
- b. any behavior which is negligently or intentionally injurious to a person or property or that places a person or property at risk of injury or damage; or
- c. any behavior that disrupts the appropriate conduct of a school program or activity; or
- d. hazing or harassment of any kind; or
- e. use of profanity; or
- f. exhibition of bad sportsmanship; or
- g. violation of the Activity Code, training rules, or any other school policies, rules or regulations.

IMPOSITION OF DISCIPLINE

School administration shall impose disciplines appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the school administration.

APPLICATION AND CONFLICT OF DISCIPLINARY RULES

In the instance of violation of school policies, rules, or regulations or this Activity Code by a student, nothing herein or elsewhere shall prohibit the school district from imposing disciplines available under this Activity Code and classroom-academic penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish.

DISCIPLINARY SUSPENSIONS OF PARTICIPANTS

The school administration may suspend a student from participation for violation of the Activity Code, training rules, or other appropriate policies, rules and regulations of the school district. Suspension is defined as removal of the student from participation in one or more practices, games, meets or other activities but less than dismissal for the balance of a season. The following procedures shall apply to disciplinary suspensions:

- a. Prior to suspension, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official.
- b. Upon written request, the student may appeal his or her disciplinary suspension to the principal or athletic director, who shall have the final and binding authority to determine the appropriateness of the suspension.

Disciplinary suspensions may be imposed pending dismissal proceedings.

DISCIPLINARY DISMISSAL FROM AN ACTIVITY

The school administration may dismiss a student from participation for violation of the Activity Code, training rules, or other appropriate policies, rules and regulations of the school district. Dismissal from a team or activity is defined as removal of the student from participation in one or more practices, games, meets, or other activities in an activity for the balance of a season or for a specified period of time greater than the balance of the season but lesser than the balance of the student's high school eligibility. The following procedures shall apply to disciplinary dismissals:

- a. Prior to dismissal, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official.
- b. The parent of the student shall receive written notification by certified mail of the charges against the student, which notice shall include notice of the right to request hearing before appropriate school officials and a copy of this Activity Code. An appeal may be filed upon written request by the parent or student whereupon the principal or athletic director shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension.
- c. If the student is dissatisfied with the conclusions reached in b. above, the student may submit a written request for a hearing before the school board which shall schedule a hearing at for its next regularly scheduled meeting unless the request for hearing is received within seven calendar days of a

regularly scheduled board meeting in which case the hearing shall be scheduled for a date within twenty one (21) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, may call witnesses, cross-examine adverse witnesses and may present evidence in his or her defense. The decision of the school board shall be final and binding.

DISCIPLINARY INELIGIBILITY FOR FURTHER PARTICIPATION

The school administration may declare a student ineligible for further competition in any activity or activities for violation of the Activity Code, training rules, or other appropriate policies, rules and regulations of the school district. Ineligibility for further competition in any activity(s) is defined as removal of the student from participation in any sport or activity for the balance of his or her high school eligibility. The following procedures shall apply to disciplinary ineligibility:

- a. Prior to dismissal, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official.
- b. The parent of the student shall receive written notification by certified mail of the charges against the student, which shall include notice of the right to request hearing before the principal and a copy of this Activity Code. A request for hearing may be filed upon written request by the parent or student whereupon the principal shall schedule a meeting with the relevant parties and shall determine the appropriateness of the suspension.
- c. If the student is dissatisfied with the conclusions reached in the principal, the student may submit a written request for a hearing before the school board which shall schedule a hearing at for its next regularly scheduled meeting unless the request for hearing is received within seven calendar days of a regularly scheduled board meeting in which case the hearing shall be scheduled for a date within twenty one (21) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, may call witnesses, cross-examine adverse witnesses and may present evidence in his or her defense. The decision of the school board shall be final and binding.
- d. In any case of a finding of ineligibility for further competition, the school board shall schedule a review hearing to consider the reinstatement of the student of the student at the beginning of each subsequent school year the student is enrolled in school and otherwise would have remaining eligibility for participation in the activity from which the student was originally removed.

DEPOSITION OF PENALTY PENDING APPEAL

Whether or not a student shall be reinstated pending appeal of a penalty by the student shall be at the sole and exclusive discretion of school officials.

PEOTONE C.U.S.D 207-U ATHLETIC HANDBOOK

DISTRICT 207-U ATHLETIC/ACTIVITY CODE

(adopted June 17, 2002 by Peotone C.U.S.D 207-U)

PHILOSOPHY:

Participation in extracurricular activities is a privilege and not a right! Each athlete/activity member should be made aware that he or she is in school first to get an education and then to participate in athletics or activities at Peotone High School. Many people believe that both competition and cooperation are considered important components of the American way of life. Participation in extracurricular activities demands certain commitments. Through participation, students will learn skills, develop loyalty to others, learn the meaning of commitment, discipline, honor, and develop work ethics that are essential to a successful life.

The athletic program is organized and governed by the rules, regulations, and recommendations of the Illinois High School Association (IHSA) and the River Valley Conference (RVC). Members include: Beecher, Clifton Central, Donovan, GSW, Grant Park, Herscher, Manteno, Momence, Peotone, and Sheldon.

For the purpose of this Code, a student will be subject to this code from the student's original admissions to PHS until graduation. The requirements of this Code shall apply at all times, including times when school is not in session and including times during which the student's extracurricular activity or activities are not in session or season. This Code of Conduct applies to all students who are engaging in extracurricular activities, have engaged in extracurricular activities or will in the future engage in extracurricular activities. A student who violates the code of conduct while they are not in their extracurricular activity will follow the guidelines that are listed below:

- A. The penalty will be applied to the next extracurricular sport/activity in which the student participates.
- B. In order for an extracurricular sport/activity to qualify as the next season, the student must complete that previous season in good standing. The penalty shall be served as prescribed, then the season may be completed. If the student should fail to complete the season in good standing, the served suspension is void and must be served in the next season in which the student participates. "Good Standing" may inhibit an athlete or activity member from receiving a season-ending participation certificate or award.
- C. Students may not cross over from sport to activity to fulfill their penalties. Example: If a softball player performs in the school spring play, the student in violation will serve his/her penalty in both activities simultaneously.

Coaches and Sponsors will be responsible for overseeing their entire program and will establish rules and regulations for their sport/activity. All rules established by the coaches/sponsors must be in writing and approved by administration.

This Code of Conduct applies to all students involved in athletics/activities. Violators of this Code will not only be administered appropriate discipline by this code of conduct, but also issued appropriate discipline with the school student handbook policy. Legal authorities may be notified by administration if deemed necessary.

When a student is suspended from participation in a sport/activity, for consistency in the policy, all percentages will be rounded up. Example: a player loses 10% of the 24 games in a basketball season because of a 1st Offense Type One Violation. As per policy, the games missed equals 2.4; however, in essence, the student will miss 3 games because all percentages are rounded up to the next game / activity. During academic ineligibility, suspension time will cease and not start again until the student is eligible. For the purposes of this Code of Conduct, all suspensions will be reflected on the total amount of games in the respective sport and/or the total number of activities held during the school year in the respective activity. The suspensions **will not** be interpreted by the number of games or activities remaining in the respective sport and/or activity.

Athletics - (Boys and Girls)

Golf	Football	Soccer	Volleyball
Basketball	Bowling	Wrestling	Baseball
Softball	Track and Field	Cheerleading	Poms (Dance)
Cross Country			

Activities / Clubs - (Boys and Girls)

Drama / Theater	National Honor Society	Skills USA	Ecology
Show Choir	Speech	FFA	Yearbook
Foreign Language	Journalism	FCCLA	Technology
Math	Volunteer	TAD	Class Officer
Science	Student Council	Scholastic Bowl	

RULES:

During a student's four calendar years, regardless of whether in or out of active participation 365 days per year, a student activity/athletic participant SHALL NOT, regardless of quantity:

1. Use tobacco or tobacco products.
2. Use or have in possession a beverage containing alcohol.
3. Use or consume, have in possession, buy, sell or give away marijuana or any controlled substance or "look-alike" drugs.
4. Use any performance enhancing drugs (steroids).

An athletic/activity member must be in attendance at school for the entire school day to participate or attend extracurricular activities on that day, unless prior consent of a school administrator has been obtained. For example, a doctor appointment or funeral would receive approval; however, oversleeping or illness would not be accepted. Furthermore, all athletic/activity members are encouraged to be in attendance the day following an athletic contest or activity event. If there is a justifiable reason for an absence, the student's parent(s) must notify the school.

TYPES OF VIOLATIONS:

(all offenses are considered cumulative during the student's High School Career)

TYPE ONE VIOLATION: Use or possession of tobacco substance.

1. *First Offense:* Violation is documented. Parent contact is made by the appropriate administrator. Practice is permitted. Student will be suspended for 10% of his/her games / activities immediately.
2. *Second Offense:* Violation is documented. A parent meeting with the appropriate administrator is required. Practice is permitted. Student will be suspended for 50% of his/her games/activities immediately. A parent conference is required with the sponsor / coach and the appropriate administrator prior to student's reinstatement.
3. *Third Offense:* Violation is documented. A parent meeting with the appropriate administrator is required. Student is suspended for one calendar year (from date of offense) from participation in any competitive activity and/or leadership role.
4. *Fourth Offense:* Student is suspended from participation in co-curricular activity for the remainder of his/her high school career. A parent meeting with the appropriate administrator is required.

TYPE TWO VIOLATION: Use or possession of cannabis, mood altering chemicals and/or controlled substance. Use or possession of an alcoholic beverage. Hosting a gathering where underage drinking of alcoholic beverages, mood altering chemicals, and/or illegal drugs are consumed. Attendance at gatherings where underage drinking of alcoholic beverages and/or illegal drugs are present or in a vehicle where alcohol and/or illegal drugs are being transported.

1. *First Offense:* Violation is documented. Parent contact is made by the appropriate administrator. Practice is permitted. Student will be suspended for 20% of his/her games / activities. Student must enroll in a substance abuse program (not at the expense of the school district).

2. *Second Offense*: Violation is documented. A parent meeting with the appropriate administrator is required. Practice is permitted. Student will be suspended for 50% of their games/activities immediately. Student must enroll in a substance abuse program (not at the expense of the school district).
3. *Third Offense*: Violation is documented. A parent meeting with the appropriate administrator is required. Student will be suspended for one calendar year (from date of offense). Student must enroll in a substance abuse program (not at the expense of the school district).
4. *Fourth Offense*: Student is suspended from participation in any co-curricular activity for the remainder of his/her high school career. A parent meeting with the appropriate administrator is required.

** Suspensions are served regardless of enrollment in substance abuse programs. Substance abuse programs must be completed in order to be considered in good standing. All substance abuse programs are not at the expense of the school district.

TYPE THREE VIOLATION: Any act or behavior deemed to be of a serious nature by the school administration such as, but not limited to: vandalism, gross insubordination, theft, etc. An Activity Committee consisting of the building principal, athletic director, coach / sponsor, and guidance counselor, will meet to determine the consequences for a Type Three Violation.

GENERAL INFORMATION:

ISSUES THAT ARE APPROPRIATE TO DISCUSS WITH COACHES:

1. Concerns about academic eligibility.
2. Concerns about behavior.
3. Various ways to help your son/daughter improve.
4. Academic/Athletic decisions regarding college.

ISSUES THAT ARE NOT APPROPRIATE TO DISCUSS WITH COACHES:

1. Playing time
2. Other athletes on the team
3. Philosophy and Play Calling
4. Team or Individual Strategy

PROCEDURES AND LINES OF COMMUNICATION TO FOLLOW:

1. Communication between player and coach to resolve problems or conflicts.
2. Communication between parent and coach to resolve problems or conflicts.
3. Communication between athletic director, parent, and coach to resolve conflicts.
4. Communication between principal, athletic director, and parent to resolve conflicts and problems.

EXPECTATIONS OF OUR STUDENT-ATHLETES:

1. Make and keep a season long commitment to your coaches and teammates.
2. Follow rules of the school, athletic code, and team. Team Rules established by respective coach.
3. Be coachable and have a POSITIVE attitude.
4. Be DRUG AND ALCOHOL FREE.
5. Set realistic, yet challenging goals.
6. Be a true student-athlete always focusing on academics and show school spirit.
7. Respect the coach, teammates, officials, parents, and PHS facilities and equipment.
8. Demonstrate good sportsmanship at all times.
9. Be a leader and POSITIVE role model.

EXPECTATIONS OF OUR COACHING STAFF:

1. PHS Coaches and Sponsors will teach and promote good sportsmanship.
2. PHS Coaches and Sponsors will encourage school spirit.
3. PHS Coaches and Sponsors are enthusiastic and motivators.
4. PHS Coaches and Sponsors enforce school policy, the athletic code, and team rules.
5. PHS Coaches and Sponsors demonstrate a cooperative spirit with other coaches and sponsors.

6. PHS Coaches and Sponsors communicate with athlete and parent.
7. PHS Coaches and Sponsors are TEACHERS and help athletes set “realistic” goals for performance improvement.

EXPECTATIONS OF OUR PARENTS:

1. Be POSITIVE - being selected on one of our high school teams is an accomplishment in itself.
2. Be SUPPORTIVE - nothing can erode TEAMwork faster than athletes doubting the capabilities of their coaches. It can hinder performance, confidence, and the needed “edge” to compete in an athletic contest.
3. COMMUNICATE: respectfully and openly with our coaching staff. Notify coaches of ANY schedule conflicts well in advance and make them aware of any medical conditions or injuries that our staff may not be aware of.
4. Be a GOOD ROLE MODEL - demonstrate positive behavior and good sportsmanship as a fan.
5. Read, understand, discuss, and MOST OF ALL monitor the Athletic Code of Conduct.
6. Attend pre-season parent meeting.
7. Join our Athletic Booster Club and attend season ending Awards Night.
8. Encourage COMMITMENT and POSITIVE VALUES.

It is important to understand that athletics provide some of the most rewarding moment’s in one’s life. It is equally important to understand that there are times when things do not go the way you or your son/daughter would like them to go. Coaches will make decisions based on what they see, know, and believe to be in the BEST interest for all student-athletes and the TEAM itself.

EQUIPMENT:

Each extracurricular member shall respect and care for athletic/activity equipment and facilities. Equipment issued to an athletic/activity member shall be returned in good condition to District 207-U at the close of the season. If equipment issued to a student needs repair, or if the student recognizes a need to resize, school officials shall be notified immediately by the student. If equipment is exchanged, an appropriate entry shall be made on the student’s equipment card. The athletic/activity member shall be held financially responsible for any lost, damaged, or replaced equipment.

PHYSICAL EXAMINATIONS:

All students who participate in any sport in Peotone District 207-U must undergo a physical examination performed by a licensed physician each year and file a copy of the results of the examination indicating fitness to participate with their particular school office. The regular fifth grade and ninth grade examinations satisfies this requirement for those students in fifth and ninth grades. Sports physical forms are available in all school offices. The District also provides reduced cost examinations by a local physician on two days during the summer months. All physicals are one-calendar year from the date of the examination.

INSURANCE / WAIVER:

Each student-athlete shall demonstrate proof of coverage by an appropriate health insurance policy or have on file with District 207-U a fully executed certificate of insurance waiver and assumption of risk before the student is permitted to practice or participate. Any school-connected injury shall be immediately reported by the student to his or her coach. The coach shall immediately file an accident report in the school office.

EXTRA-CURRICULAR TRANSPORTATION:

Each player, manager, activity member, or any other student participating in an activity for which the School District is providing transportation must use that transportation for the event. A student who uses school transportation to an extracurricular activity is required to use the transportation to return to school following the activity. Parents are responsible for transportation from school to home after an activity. An exception may be made if the parent(s) of the student request that the student ride home with them or

another responsible adult after the game. Such request shall be made in advance and in writing to the activity sponsor.

ELIGIBILITY - GRADES:

Students involved in extracurricular activities failing two or more subjects after the 1st and/or third quarters will be ruled ineligible for the entire 2nd and/or 4th quarters. For clarification, students involved in extracurricular activities failing more than one subject may practice, but not compete or perform in a contest or event during that time.

Students involved in extracurricular activities failing two or more subjects after the 1st and/or 2nd semester will be ruled ineligible for the entire 1st and/or 2nd semester. For clarification, students involved in extracurricular activities failing more than one subject may practice, but not compete or perform in a contest or event during that time.

Summer school options may be available at off-campus sites if necessary. Students must gain prior approval from school administration to qualify and register. Contact the guidance department.

MANDATORY SCHOOL-SPONSORED TUTORING:

Students who are failing one (1) course per week will be required to complete school-sponsored tutoring in order to remain eligible. For example, if a student is failing one course in a given week, the student must actively participate in one (1) hour of school-sponsored tutoring assistance per week in that particular course. Tutoring can be completed during the school day or before or after school hours.

Failure to complete one (1) hour of school-sponsored tutoring will result in that student becoming academically ineligible the next school week. When the course failure is lifted, the student may be excused from the tutoring program restriction, unless requested by the student.

If the student continues to fail one (1) course, the student is not penalized as long as the student actively participates in the school-sponsored tutoring program. The coach / sponsor shall oversee the tutoring program completed from week-to-week.

PLEASE SEE FOLLOWING PAGES FOR IHSA GUIDELINES.

FAN BUS

Bus transportation for students to out-of-town games will be furnished at a nominal transportation fee. Students wishing to ride the fan bus shall sign up in the office by 1:00 p.m. on the day of the game. Students riding to the game on the fan bus shall also return on the fan bus. An exception may be made if the parent(s) of the student request that the student ride home with them after the game. In order to effectively supervise the students in his or her charge, permission of the bus chaperone to ride home with a parent must be obtained in advance. Fan buses will only run if sufficient numbers of students sign up and pay to attend an away event.