

FRANKLIN PRIMARY SCHOOL

HOME OF THE FRANKLIN FALCONS!



STUDENT/FAMILY HANDBOOK

2018-2019

This student/family handbook is only a summary of the laws and policies governing the Peoria Public Schools and Franklin Primary School. The Board of Education policies governing the district are available at the district's administrative offices or online, at www.psd150.org, under the "Board of Education" tab. This handbook may be amended throughout the school year without notice.

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MISSION STATEMENTS

FRANKLIN PRIMARY SCHOOL

Our mission at Franklin Primary School is to meet the diverse needs of every Franklin Primary School student. Ours is a safe, productive atmosphere where students can learn to make good choices that result in positive character development reflecting the eight core values. Each student entering our doors is trained in sophisticated technology that links school, family, and community for lifelong learning. The Franklin design truly offers a “world class education” to each and every child.

PEORIA PUBLIC SCHOOLS

Ensure that each student reaches his or her fullest academic and personal potential and is a well-balanced citizen.

AVID (Advancement Via Individual Determination)

AVID’s mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

FRANKLIN PRIMARY SCHOOL’S CODE OF CONDUCT

I am respectful. I am responsible. I am safe. I am prepared.

We are here to learn. Therefore, I will respect and cooperate with all school people, do nothing to keep the teacher from teaching and any other child from learning.

I am proud to be a Franklin Falcon Friend.

GENERAL INFORMATION

FRANKLIN ADMINISTRATION

- Dr. Ann Bond, Principal
- Mrs. Mia Suarez, Assistant Principal

HOURS OF OPERATION

- School Hours....8:30 a.m. – 3:30 p.m.
- Office Hours..... 8:00 a.m. – 4:00 p.m.
- School doors open at 8:15 a.m.

NO ADMITTANCE PRIOR TO 8:15 a.m. Please do not send your child to school prior to 8:15 a.m. No supervision is provided and children will not be admitted into the building.

APPOINTMENTS

- If you wish to meet with teachers or administrators, please make appointments with the school secretaries **24 hours in advance** to guarantee an opportunity to meet. School practice is to return phone calls within 24 hours.

ARRIVAL PROCEDURES

- **It is possible that our arrival procedures will change for the 2018-2019 school year. Information about this will be sent out and this page will be amended when those decisions are finalized.**

DISMISSAL PROCEDURES

- **It is possible that our dismissal procedures will change for the 2018-2019 school year. Information about this will be sent out and this page will be amended when those decisions are finalized.**
- **PLEASE NOTE ARRIVAL/DISMISSAL PROCEDURES ARE IN PLACE FOR THE SAFETY OF YOUR CHILD**

- **Requests for bus changes must be made at least 48 hours in advance. We will NOT grant last minute bus change requests.**
- **Parents wishing to make a change in dismissal for their child must notify the office prior to 3:00 p.m. to have all procedures for dismissals work efficiently.**
- **No one will be allowed to remove a child from the school unless they are listed on the child's emergency card. There will be no exceptions. Always have identification available when intending to check a child out of the building. We WILL check I.D.**
- **Any changes to the emergency card must be made in person for the safety of your child(ren). We will NOT take changes over the phone.**
- **Any child who is not picked up by 3:35 will be taken to the gymnasium. Parents must walk through the main office, in to the gym and sign their child out.**

EMERGENCY PROCEDURES

SAFETY AND CRISIS PLAN

(Board Policy 4:170)

- The Peoria Public Schools has both District-wide safety and crisis plans, along with safety and crisis plans for each individual school. The plans contain instructions and procedures, for injury prevention, bomb threats, weapons, explosives on campus, school safety drills, tornado protection, and safe bus riding practices, emergency aid and post-crisis management.

SCHOOL VISITATION RIGHTS AND PROCEDURES

(Board Policy 8:30)

- Visitors are welcome on school property, provided their presence will not be disruptive. **All visitors must initially report to the School Front office, sign in, and receive a visitor's badge that must be worn for the duration of the visit.**
- Any person wishing to confer with a staff member should contact that staff member by telephone or e-mail to **make an appointment.**
- Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

STUDENT NAME TAGS

- All Franklin students are required to wear name tags at all times, every day. A \$2.00 fee will be charged for lost or damaged name tags.

FIRE AND EMERGENCY DRILLS

(Board Policy 4:170)

- During each academic year, each school building must conduct a minimum of:
 - Three school fire evacuation drills
 - One bus evacuation drill
 - One severe weather and shelter-in-place drill
 - One law enforcement drill

NOTIFICATION OF SNOW DAYS OR OTHER EMERGENCY SCHOOL CLOSINGS

(Board Policy 4:170)

- In the event of an emergency that might affect individual buildings or the entire school system, such as excessive snow, the Superintendent is empowered to declare an emergency and close affected schools. School closings will be announced on www.psd150.org, radio and television as quickly as a determination is made. The "Schoolwires" phone messaging system will also be used to alert parents and/or guardians. Should the district be forced to close due to an emergency, additional days may be added to the end of the school year.

KEEPING CONTACT INFORMATION UPDATED IN CASE OF AN EMERGENCY

- If your phone number changes, please let the office know. **It is VERY IMPORTANT that we have at least THREE working phone numbers for you in case of an emergency.** Changes to your child's emergency card must be made in person.

ENROLLMENT REQUIREMENTS

MEDICAL EXAMINATIONS & IMMUNIZATIONS

(Board Policy 7:100)

- Medical examinations and immunization compliance are required of all students in the Peoria Public Schools upon entrance into the school district, **no later than October 15th**. State statutes require physical examinations of all students entering pre-kindergarten, kindergarten, (or first grade, if student didn't attend kindergarten) sixth grade, ninth grade, or students new to Illinois.
- State law requires immunization of all school children against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. One measles booster is required for all students (K-12), and a proof of one T-dap vaccine is required for grades 6 - 12. Hepatitis B immunization is required for students entering pre-kindergarten and fifth through 12th grades. The Hib vaccination is required for pre-k entry. The chicken pox vaccination, or proof of immunity, is required for all pre-k through 12th grade students. Lead screening is required for all students entering school under the age of six.

DENTAL AND EYE EXAMINATIONS

- Dental exams are required for students in kindergarten, second, and sixth grades, while eye exams are now required for children entering kindergarten or enrolling in grades 1-12 for the first time in an Illinois school. The eye exam is to be performed only by a qualified eye doctor (optometrist or ophthalmologist).

SPORTS PHYSICALS

- Any student participating in extracurricular sports activities must have a new sports physical every school year.

BIRTH CERTIFICATE REQUIREMENT

- Within 30 days of new student enrollment, a parent/guardian must provide the District with a valid certified copy of the child's birth certificate. If a birth certificate cannot be provided, a passport, visa or other governmental documentation of the child's identity may be provided as long as the parent/guardian attaches an affidavit explaining why a birth certificate is unattainable.

STUDENTS TRANSFERRING FROM OUTSIDE D150

- Transfer students will be given 30 days from enrollment to comply with the enrollment requirements. If a birth certificate is not provided at enrollment, the building principal will notify the local law enforcement agency and also notify the person enrolling the student in writing that a certificate must be provided within 10 days or the case will be referred to the local law enforcement agency for investigation.

CURRICULUM

PARENTS' RIGHT TO REVIEW INSTRUCTIONAL MATERIALS

- Anyone may inspect any textbook or instructional material used in the District. Contact the Chief Curriculum and Instruction Officer at (309) 672-6758.

BILINGUAL EDUCATION

(Board Policy 6:160)

- The Peoria Public Schools maintain a program for students with limited English Language Proficiency. The program works to appropriately identify students with limited English proficiency and determine an appropriate instructional environment for limited English proficient students. For more information, contact the ELL Director at (309) 672-6754.

HOMEWORK

(Board Policy 6:290)

- Regularly, your child will have homework assignments to complete after school. It is important for you, as parents, to cooperate with the child's teacher to see that homework is done. Homework assignments may be given at any level from kindergarten through high school for a wide variety of reasons:
 - to reinforce what was learned in school;
 - to practice what was learned in school;
 - to finish what was started in class;
 - to research a topic chosen in class;
 - to independently study a topic started in class;
 - to visit a library;
 - to explore new fields.
- You help your child when you:
 - check each day to see what assignments your child has and if he/she understands how to do them;
 - help set a specific time for doing the homework without interruption, preferably in the afternoon or early evening;
 - help provide a quiet corner for study;
 - let the child do his/her own work;
 - make sure you reinforce what was taught in school by the same method used in school;
 - check the work to make sure he/she understands what he/she did;
 - ask him or her to tell you what he/she has been studying and what he/she has learned.
- You hinder your child when you:
 - do the homework yourself;
 - disagree with or criticize the teacher;
 - nag or argue about homework.

MAKE-UP WORK

- Please refer to the District's grading policy (attached).

ASSESSMENTS

- Assessments are administered to various grades throughout the school and parents are given notification concerning when these will occur. The tests given include, but are not limited to: Cognitive Abilities Test (4th grade), Normative Assessment tests (K-4th grades), and PARCC (3rd – 4th grades).

MTSS (Multi-Tiered System of Support Team)

- Grade level teams meet weekly to review and analyze data. When necessary, parents will be invited to work with the MTSS team to develop and/or review tier 2 or tier 3 intervention plans for both academics and behavior.

FIELD TRIPS

(Board Policy 6:240)

- Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District’s educational goals. All field trips must have the Superintendent or designee’s prior approval, field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board.
- Each of our classrooms takes field trips during the school year.
- Chaperones that are not a parent must be 21 years old or older. This is a wonderful way to be involved. All rules, policies, and procedures apply.
- There may be circumstances when the principal requests that a guardian attend with a child on the field trip.
- Information slips are sent home at least one week prior to the field trip and parental signatures are necessary for a child to attend, unless it is a district-sponsored field trip.

EXTRA-CURRICULAR ACTIVITIES

ELIGIBILITY

- In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity at the Peoria Public Schools, a student must satisfy the Illinois High School Association’s scholastic standing requirements. Any student-participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met.

POSSIBLE PARTICIPATION REQUIREMENTS

- Other requirements for extracurricular activities include written permission from parent(s)/guardian(s); certificate of physical fitness issued by a licensed physician, advanced practice nurse or physician assistant; and proof of accident insurance coverage either by a policy purchased through a District-approved insurance plan or family insurance plan.

SCHOOL BUS INFORMATION

TRANSPORTATION QUESTIONS?

- ***Please call the Transportation Department at 309-693-4418.***

CHANGES TO SCHOOL BUS ROUTE

- Requests for bus changes must be made **at least 48 hours in advance** with the school secretary. **We will NOT grant last minute bus change requests.**

SAFETY REGULATIONS

- To ensure their own safety and that of others, students must obey the following regulations:
 - Walk to the bus stop on the left side of the road facing approaching traffic;
 - Be on time;
 - Board the bus promptly;
 - Take seats promptly and remain seated throughout the trip;
 - Pupils must abide by the rules set by the school prohibiting horseplay, loud talking, or other noisy activity;
 - Pupils who must cross highways when leaving the bus, are required to step in front of the stopped bus and remain there until the driver signals it is safe to cross;
 - The bus driver has complete control and authority and he/she is responsible for the safety of the students. The driver is required to report any horseplay or other violations of required conduct to the school principal;
 - Additional instructions are established for special and vocational education students and are provided by the local school.

PROHIBITED CONDUCT ON THE SCHOOL BUS

- (Board Policy 7:220)

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

 - Prohibited student conduct as defined in the Student Discipline policy.
 - Willful injury or threat of injury to a bus driver or to another rider.
 - Willful and/or repeated defacement of the bus.
 - Repeated use of profanity.
 - Repeated willful disobedience of the bus driver's or other supervisor's directives.
 - Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

SCHOOL BUS STUDENT CONDUCT AND CONSEQUENCES

- At Franklin, we take bus riding safety VERY seriously. If a student does not follow the rules on the bus (listed below) prior to the bus leaving in the afternoon, a building administrator may remove the student from the bus. Someone from the child's emergency card will need to pick him/her up. If a student prohibits the rules on the bus (listed below) on the way to school or on the way home, the following consequences will be issued by the building principal or assistant principal:
- **LEVEL 1 Misconduct**
 - Failure to remain properly seated
 - Loud disruptive talking or yelling

- Failure to take assigned seat
- Eating/drinking/chewing on bus
- Bothering other passengers
- Throwing objects on the bus
- Crossing behind the bus
- Continuously late to bus stop
- **LEVEL 1 Minimum consequences for misconduct:**
 - First Offense - Conference with student Parent mailed yellow copy
 - Second Offense - Conference with parent (telephonic or personal) and student Parent mailed yellow copy
 - Third Offense - 3-day suspension of bus riding privileges Conference with parent/student (telephonic or personal)
 - Fourth Offense - 7-day suspension of bus riding privileges Conference with parent/student (telephonic or personal)
 - Fifth Offense - 30-day suspension of bus riding privileges Conference with parent/student (in person)
 - Sixth Offense - Suspension of bus riding privileges for remainder of school year or for 4 months (carried over to next school year), whichever is greater
- **LEVEL 2 Misconduct**
 - Profanity, obscene language or gestures
 - Extending head or arm out of bus window
 - Vandalizing District property
 - Verbal abuse of another student Defiant behavior shown to bus driver/monitor
 - Spitting on the bus
 - Throwing objects at the bus
- **LEVEL 2 Minimum consequences for misconduct:**
 - First Offense - 5-day suspension of bus riding privileges Conference with parent/student (telephonic or personal)
 - Second Offense - 10-day suspension of bus riding privileges Conference with parent/student (telephonic or personal)
 - Third Offense - 30-day suspension of bus riding privileges Conference with parent/student (in person)
 - Fourth Offense - Suspension of bus riding privileges for remainder of school year or for 4 months (carried over to next school year), whichever is greater
- **LEVEL 3 Misconduct**
 - Lighting matches/lighter on bus
 - Throwing objects from the bus
 - Verbal abuse of, or physical assault on driver or assistant Igniting smoke/stink bomb on bus
 - Smoking on bus
 - Activating or tampering with emergency equipment
 - Weapon, simulated weapon, firearm, destructive device or dangerous instrument (on bus or at the stop) Shoving student(s) into path of on-coming bus Physical assault on student
 - Spitting on a person
- **Level 3 Minimum consequences for misconduct:**
 - First Offense - 10-day suspension of bus riding privileges Conference with parent/student (telephonic or personal)
 - Second Offense - 30-day suspension of bus riding privileges Conference with parent/student (in person)
 - Third Offense - Suspension of bus riding privileges for remainder of school year or for 4 months (carried over to next school year), whichever is greater

EXPECTED STUDENT CONDUCT/BEHAVIORS

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Franklin Primary School Behavioral Expectations

Settings								
Expectations	Hallways	Gym A.M.	Recess	Bathroom	Lunch	Dismissal	Computer Lab	Bus
Respectful	Zero Noise	Enter gym quietly	Respect playground monitors	Be quick and neat	Use manners	Obeys all school people	Take care of equipment	Listen to monitors
Responsible	Walk in line	Sit with legs crossed	Stay on correct side	Leave bathroom clean	Clean up after self	Be in dismissal order	Log on/off when told	Get off at correct stop
Safe	Eyes to front	Bookbag in lap	Keep hands and feet to yourself	Keep hands and feet to self	Use hallway procedures	Use hallway procedures	All four chair legs on floor	Stay seated
Prepared	Hands behind back	Look for signals	Stand on yellow line with hallway procedure	Be ready for your turn	Have your lunch card ready	Have your bus tag ready	Sit in assigned seat	Have bus tag
Cooperative	Personal space	Wait your turn to exit	Play nicely with each other	Wait your turn quietly	Personal space	Move quickly to your place	Speak quietly	Follow all directions

LUNCHROOM/RECESS

- In order to feed children in the most efficient and effective way, the lunchroom will have silent lunches for 30 minutes. Teachers will provide recess for their students before or after lunch. Each group of children has 30 minutes to eat and fifteen minutes to play outdoors. Children are expected to exhibit **positive** behavior at recess time. Any actions which are disrespectful, dangerous, intimidating, or of a bullying nature will be disciplined by recess officials and/or administration.

ATHLETIC CODE OF CONDUCT

(Board Policy 7:240)

- A conduct code for all participants in extracurricular activities requires participants to conduct themselves at all times, including after school, while school is not in session and while on and off school grounds, as good citizens and exemplars of their school. The conduct code also notifies participants that failure to abide by it could result in removal from the activity. The conduct code can be obtained at each individual school. Please refer to the attached Franklin Primary School Athletic manual.

PROHIBITED STUDENT CONDUCT/BEHAVIORS: BOARD POLICY 7:190

The complete list of prohibited conduct may be found in Board Policy 7:190 below. Drugs and alcohol possession, sale or use, gang activity, violence, and weapons possession and/or use are one strike offenses which subject students to expulsion from District 150 on the first offense.

Peoria Public Schools, District 150

7:190

Students

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or tobacco products, or any alternative nicotine product (e.g. electronic cigarettes), or any cartridge or component of an alternative nicotine product.
2. Using, possessing, distributing, purchasing, selling and/or under the influence of alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling and or under the influence:
 - a. Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana and hashish) and/or residue:
 - b. Any anabolic steroid not administered under a physician's care or licensed practitioner's prescription..
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Look-alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
4. Dispensing, selling or otherwise distributing non-prescription medication.
 5. Using, possessing, controlling, or transferring a weapon or ammunition in violation of the “weapons” section of this policy. (See page 3 of 5)
 6. Students are permitted to have in their possession cellular telephones, personal digital assistants and other wireless electronic devices. All such devices shall be kept off and out of sight during the regular school day while in the school building, riding the school bus, or while attending any class or school activity outside of the school building unless, (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s I.E.P.; (c) specific written permission is given by the building Principal; or (d) it is needed in an emergency that threatens the safety of the students, staff or other individuals.
Violation of this policy will subject students to normal disciplinary measures and/or confiscation of the device.
 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
 8. Insubordination: Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 10. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, fighting, assault and battery, force, noise, coercion, threats, intimidation, fear, harassment, bullying, extortion, hazing, or other comparable conduct.
 11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property or in possession of stolen property.
 12. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
 13. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
 14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. The Board believes that the presence of gangs and gang activities can cause a substantial disruption of, or material interferences with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows: No student:

- a. shall wear, possess, use, distribute, display or sell clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
- b. shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
- c. shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
 - 1. soliciting others for membership in any gangs; requesting any person to pay protection or otherwise intimidating or threatening any person;
 - 2. committing any other illegal act or other violation of school district policies;
 - 3. inciting other students to act with physical violence upon any other person.

Violation of this policy shall be deemed gross disobedience or misconduct for disciplinary purposes.

- 15. Violating any criminal law, such as, but not limited to, assault and battery, arson, theft, gambling, and hazing, reckless conduct, aiding and abetting.
- 16. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.
- 17. Failing to comply with the mandatory uniform policy, but only after repeated attempts to secure compliance, such as conferences with parents/guardians, have been unsuccessful.
- 18. Indecent exposure of body or engaging in an act of sexual conduct with another, or sexual harassment.
- 19. Accumulation of 100 or more demerits for violation of school rules after counseling and notice to the student and parents or guardians.
- 20. A student who accumulates four (4) suspensions during a school year may be recommended for an expulsion hearing. The student and his/her parent or legal guardian shall be notified after the 3rd (third) suspension by written notice of this policy. At the hearing, proof will be limited to the facts pertaining to the last suspension and the record of the past suspensions.
- 21. Gross disrespect, gross insubordination or gross verbal abuse of another. Gross verbal abuse includes a threat and racial or religious slur.
- 22. Any misrepresentation communicated to a teacher or staff member in verbal or written format such as forgery/falsifying information.

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

No disciplinary action shall be taken against any student that is based totally, or in part, on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- 1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;

2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures may include:

1. Removal from classroom.
2. Notifying parent/guardians.
3. Disciplinary conference.
4. Withholding of privileges.
5. In-school intervention to suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
6. After-school intervention or Saturday intervention, provided the student's parent/guardian(s) have been notified. The student must be supervised by the detaining teacher, Building Principal or designee.
7. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian(s) the choice.
8. Seizure of contraband, electronic device or any other items in violation of Board Policy.
9. Students who are under the influence of alcohol or any prohibited substances are not permitted to attend school or school functions and are treated as though they had the alcohol or prohibited substance in their possession.
10. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds or attending school activities. Students enrolled in the Respite Program at the Knoxville Center for Student Success will be allowed only on the Knoxville campus during the suspension, they are prohibited from being on any other school grounds or attending any school activity without prior approval.
11. Suspension of bus riding privileges, provided that appropriate procedures are followed.
12. Alternative Probation Agreement (at the school level).
13. Board Probation Agreement.
14. Administrative transfer.
15. Participation in the PACES Abeyance Program.
16. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
17. Notifying juvenile authorities or other law enforcement, whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons, or any other violation(s) of the law.

A student who is subject to suspension or expulsion may be eligible for an alternative school program. Parent/guardian(s) have a right to a suspension review hearing.

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

Weapons

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

Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall, if appropriate, immediately notify the local law enforcement agency, (School Security Department, Peoria Police Department or the Illinois State Police) and the student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, school property itself, and location of school activities.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Delegation of Authority

Each teacher, and any other non-administrative school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified educational employees, and other persons providing a related service for, or with respect to, a student, may use reasonable force as

needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent, with input from the Parent-Teacher Advisory Committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook and/or the Peoria Public Schools Calendar, including the District disciplinary policies and rules, shall be discussed and distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.35, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, and 5/31-3.
23 Ill. Admin. Code §§1.210 and 1.280.

CROSS REF.: 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 8:30 (Conduct on School Property)

ADOPTED: August 1, 2005

REVISED: September 6, 2005
October 11, 2005
August 21, 2006
April 12, 2010
August 11, 2014
April 13, 2015

ALCOHOL AND TOBACCO

- The following will subject a student to immediate discipline:
 - Using, possessing, distributing, purchasing, or selling tobacco materials.
 - Using, possessing, distributing, purchasing, selling and/or under the influence of alcoholic beverages.

CONTROLLED SUBSTANCES

- School Administration and/or designee is authorized to discipline students for gross disobedience or misconduct, including, but not limited to using, possessing, distributing, purchasing, selling and/or being under the influence of:
 - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish) and/or residue.
 - Any anabolic steroid not administered under a physician's care and supervision.
 - Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - Look-alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

GANGS AND GANG-RELATED ACTIVITY

- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia is prohibited at District 150. The Board believes that the presence of gangs and gang activities can cause a substantial disruption of, or material interferences with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:
- No student:
 - shall wear, possess, use, distribute, display or sell clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
 - shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
 - shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
 - •soliciting others for membership in any gangs; requesting any person to pay protection or otherwise intimidating or threatening any person;
 - committing any other illegal act or other violation of school district policies;
 - inciting other students to act with physical violence upon any other person.
- Violation of this policy shall be deemed gross disobedience or misconduct for disciplinary purposes.

FIREARMS AND WEAPONS

- A weapon is any device which is intended to cause injury or bodily harm; any device which is used in a threatening manner which could cause injury or bodily harm, or any device which is primarily used for self-protection because of its potential use to cause injury or bodily harm. Weapons include, but are not limited to, any type of knife, any type of firearm, any type of imitation or look-alike firearm which reasonably appears to be real, explosives, ammunition, metal knuckles, sling shots, razors, billy clubs, tasers, mace or other chemicals or gas, broken bottles, and stun guns.
- Illinois law provides that "a student who is determined to have brought a weapon to school, any school sponsored activity, or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one school year, except that the expulsion may be modified by the Superintendent and the Superintendent's determination may be modified by the Board on a case-by-case basis."

BULLYING PROHIBITED

(Board Policies 7:20)

- No person, including students and district staff, should be subject to bullying or harassment. Accordingly, aggressive behavior, bullying, hazing, intimidation, and harassment (including but not limited to harassment based on sex, color, race, religion, national origin, physical or mental disability, sexual orientation, or other protected group) are prohibited while in school, on school property, on school buses, at designated school bus stops, at school sponsored or school-sanctioned events, or in any communication that bears a reasonable relationship to school, or in any communication that uses school computer, networks or systems.
- Bullying is any severe or pervasive physical or verbal act, including written or electronic communication, that may include (but is not limited to) one sided, unfair communication which makes use of physical, social, or other power to hurt, frighten, threaten, or exclude another person or group of people. It is intentional, unwanted, and unprovoked. It may be performed by an individual or a group. It may be directed at a student, students, or staff. Bullying may be limited to a single incident, but is usually characterized by repeated, harmful action on the part of the bully.
- Cyberbullying includes the use of electronic communication, including but not limited to e-mail, instant messages, text messages, voice or video chat, taking or transmitting photos, using blogs, chat rooms, internet forums, social media, the Web, and other forms of electronic media, or any type of device to bully other students.
- Students and parents should be aware that students may be subject to school disciplinary action even for internet activities that occur at home and do not use school networks or websites. This is Illinois law.
- Examples of bullying and cyberbullying can be found within board policy. Concerns about bullying should be reported to the student's school office and a bullying complaint form should be completed by the parent/guardian or student.

CELL PHONE AND MOBILE DEVICE USEAGE

(Board Policy 7:190)

- Students are permitted to have in their possession cellular telephones, personal digital assistants and other wireless electronic devices. All such devices shall be kept off and out of sight during the regular school day while in the school building, riding the school bus, or while attending any class or school activity outside of the school building unless, (a) the supervising teacher grants permission; (b) use of the device is provided in a student's I.E.P.; (c) specific written permission is given by the building principal; or (d) it is needed in an emergency that threatens the safety of the students, staff or other individuals.
- Violation of this policy will subject students to normal disciplinary measures and/or confiscation of the device.

INSUBORDINATION

- Disobeying rules of student conduct or directives from staff members or school officials is prohibited. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or any other refusal to follow school rules.

AGGRESSIVE BEHAVIOR

- Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct is prohibited. Prohibited conduct includes any use of violence, fighting, assault and battery, force, noise, coercion, threats, intimidation, fear, harassment, bullying, extortion, hazing, or other comparable conduct.

DISREGARD FOR SAFETY AND SCHOOL ENVIRONMENT

- Engaging in any activity, on or off campus that (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment; is prohibited.

GROSS DISRESPECT

- Gross disrespect, gross insubordination or gross verbal abuse of another is prohibited. Gross verbal abuse includes a threat and racial or religious slur.

THEFT AND DESTRUCTION

- Causing or attempting to cause damage to, or stealing or attempting to steal school property, another person's personal property, or have possession of stolen property is prohibited. Stealing or attempting to steal, or in possession of stolen property, school property or another person's property is prohibited.

VIOLATION OF CRIMINAL LAW

- Violating any criminal law, such as, but not limited to, assault and battery, arson, theft, gambling, hazing, reckless conduct, aiding and abetting is prohibited.

OTHER PROHIBITED CONDUCT

(Board Policy 7:190)

- **Laser Pointers**
 - Using or possessing a laser pointer is not allowed, unless under a staff member's direct supervision and in the context of instruction.
- **Academic Dishonesty**
 - Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores is prohibited.
- **Fraternities and Sororities**
 - Being involved with any public school fraternity, sorority, or secret society is prohibited. This includes:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
- **Sexual Misconduct**
 - Indecent exposure of body or engaging in an act of sexual conduct with another, or sexual harassment is prohibited.
- **Extensive Disciplinary Action**
 - Accumulation of 100 or more demerits for violation of school rules after counseling and notice to the student and parents or guardians is prohibited.
 - A student who accumulates four (4) suspensions during a school year may be recommended for an expulsion hearing. The student and his/her parent or legal guardian shall be notified after a 3rd (third) suspension by written notice of this policy. At the hearing, proof will be limited to the facts pertaining to the last suspension and the record of the past suspensions.

- Misrepresentation
 - Any misrepresentation communicated to a teacher or staff member in verbal or written format such as forgery/falsifying information is prohibited.

STUDENT DISCIPLINE

SEARCH AND SEIZURE

(Board Policy 7:140)

- **School and Personal Property**
 - Students' desks and lockers are the property of the Peoria Public Schools. School personnel reserve the right to inspect these desks and lockers at any time, with or without the presence of the student.

- **Students**
 - School authorities may inspect and search personal effects left by the student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects, left at the school. Personal effects in the students' possession may also be searched when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated either the law or district policies. If a search produces evidence that the student has or is violating the law or District conduct rules, the evidence may be confiscated and impounded by authorities and disciplinary action may be taken.

VIDEO SURVEILLANCE

(Board Policy 7:220)

- Video surveillance is used throughout District 150, including Franklin Primary School, to monitor conduct and maintain a safe environment for students and employees. Recordings are confidential records.

SUSPENSION AND EXPULSION PROCEDURES

(Board Policies 7:190, 7:200 and 7:210)

- **Suspensions**
 - Disciplinary action may be taken in the form of school suspension. Before a student is suspended, he/she will be provided a conference during which the charges will be explained and the student can respond. A pre-suspension conference is not required and the student may be immediately suspended if his or her presence poses a continuing danger or threat to others, property or the educational process. The student's parent(s)/guardian(s) will be immediately notified of the suspension. Upon the request of the parent(s)/guardian(s), a review of the suspension will be conducted by the Office of Student Affairs. The office may be contacted at (309) 672-6540.
 - If a student is suspended, he/she is not allowed to be on the school property during that suspension time for any reason (including picking up a sibling from school) unless given permission by a building administrator.

- **Expulsions**
 - Students may be expelled from the Peoria Public Schools in accordance with the provisions of Section 5/10-22.6 of the Illinois School Code. (This section empowers the Board to expel students guilty of gross disobedience or misconduct, and to authorize the Superintendent or the principal of any school to suspend students guilty of gross disobedience or misconduct.) Before any expulsion, the student and their parent/guardian are notified of the expellable offense(s) and are given the opportunity to attend a hearing in front of an impartial hearing officer where evidence of the offense(s) is presented, and witnesses testify. The student has a right to representation at the hearing (provided at their own expense) if they so desire, to answer the charges against him/her and to present witnesses to testify at the hearing on his/her behalf. At the close of the hearing the

impartial hearing officer presents a recommendation to the Board of Education who then determines whether or not the child is expelled for the offense(s) on a case by case basis.

- **Expulsions with the Expulsion Held in Abeyance**
 - In some cases, a student that is being recommended for expulsion can have that expulsion held in Abeyance provided the following occurs:
 - The School Administration and the Office of Student Affairs agree that the Abeyance option is appropriate.
 - Prior to the expulsion hearing, the parents and student agree to the provisions of the Abeyance Student Behavior Plan Contract.
 - The School Board decides to uphold the expulsion request and agrees to the Student Behavior Plan Contract.
 - At any time during the expulsion period should the student violate any portion of the contract, the original expulsion can be implemented following Board Policies and Procedures.
 - For more information, call Student Affairs at (309) 672-6540.

DETENTION

A consequence for a student may be to serve a detention with either a teacher or a building administrator. If the student does not serve the detention, they will not be able to participate in any after school activities that same day (i.e. family night, boy/girl scouts, athletic practice, athletic game, etc.).

BEHAVIOR INTERVENTION PLAN - MISCONDUCT BY STUDENTS WITH DISABILITIES

(Board Policy 7:230)

- A Behavior Intervention Plan will be developed for a student with a disability whose behavior interferes with his or her learning or the learning of others when the student's behavior is a manifestation of his/her disability. The plan will be part of the student's Individualized Education Program (IEP).

IMPORTANT LAWS GOVERNING SCHOOLS

ILLINOIS SCHOOL CODE

- The Illinois School Code, 105 ILCS 5/1 et. seq. may be accessed in its entirety at www.ilga.gov

NO CHILD LEFT BEHIND (The Elementary and Secondary Education Act)

- The No Child Left Behind Act is a federal bill that reformed the Elementary and Secondary Education Act. The goal of the Act is to help all students meet high academic standards. In order to monitor districts, the Act requires districts to test their students and report the results.
- Federal funding is targeted to programs that work to improve student and school performance. Particular help is given to schools with large percentages of students who qualify for Free and Reduced Price Lunch, through Title I of the Act. These funds allow schools to implement programs the school would normally be unable to afford, such as employ additional teachers, purchase teaching materials and enhance parental involvement. Most District 150 Schools are Title I schools.
- Parents of children in Title I Schools have the right to request information regarding the qualifications of any teacher that is instructing their child.
- Contact the 672-6754 if you would like additional information.

STUDENT TESTING AND ASSESSMENT

(Board Policy 6:340)

- The District uniformly tests students who are required to be tested and emphasizes professional and ethical testing practices. Student assessment data on tests required by state law is aggregated by the District and reported on the District's annual report card.

STUDENT RECORDS ACT AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(Board Policies 7:340 and 7:15)

- Student records are confidential and are not to be revealed to persons outside the District without parental permission except under very limited circumstances. Parents have the right to inspect, copy and challenge the contents of their child's student records.

DIRECTORY INFORMATION

- Directory information is not considered a student record and therefore the District may release directory information as permitted by law. However, parent(s)/guardian(s) have the right to object to the release of directory information regarding their child. A form is provided at registration, or anytime at school offices, to prevent disclosure of your child's directory information.

DIRECTORY INFORMATION DEFINED:

- Information that may be designated as directory information shall be limited to:
 - Identifying information: name, address, gender, grade level, birthdate and place, and parent's name and address;
 - Academic awards, degrees, and honors;
 - Information in relation to school sponsored activities, organizations and athletics;
 - Major field of study, including general types of services and dates of services; and,
 - Periods of attendance in the school.

MILITARY AND COLLEGE RECRUITING

- The No Child Left Behind Act requires that high schools provide military recruiters and institutions of higher learning, upon request, access to the names, addresses and phone numbers of high school students. (For more information, visit: <http://www2.ed.gov/policy/gen/guid/fpco/hottopics/ht-10-09-02a.html>.)

- Parents/Guardians have the right to request that this information not be provided without prior written consent. A form is provided at registration, or anytime at school offices, to prevent disclosure of your child's directory information to military and college recruiters.

STUDENT AND FAMILY PRIVACY AND SURVEYS

(Board Policies 6:10 and 7:15)

- All surveys requesting personal information from students, must relate or advance the District's Educational Philosophy and Objectives. Parents and/or guardians may inspect surveys or evaluations created by third parties, prior to the survey or evaluation being administered to students. Parents may also refuse to allow their child or guardian to participate in the activity.
- The request of names and identities are prohibited if one or more of the following subject matters are addressed:
 - Political affiliations or beliefs of the student or the student's parent/guardian.
 - Mental or psychological problems of the student or the student's family.
 - Behavior or attitudes about sex.
 - Illegal, anti-social, self-incriminating, or demeaning behavior.
 - Critical appraisals of other individuals with whom students have close family relationships.
 - Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
 - Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

COMPLAINTS REGARDING SCHOOL POLICIES

- The school administration will be available to discuss policy with representatives of any school or community group when a meeting appointment is made beforehand and a suitable meeting place and time are agreed upon. In cases in which a group enters a school without prior appointment with the intent of conferring with building personnel concerning general school policies, the principal or his designee:
 - shall arrange a meeting at a future date.
 - may also refer the group to the Central Administrative Office at 3202 North Wisconsin Avenue. If the group or person refuses to abide by the decision made, refuses to leave and/or causes disruption in normal school operation, the principal or his designee shall:
 - inform the group or person that their presence and actions represent trespass;
 - ask the group or person to leave the premises;
 - call the school authorities and file appropriate charges if the group refuses to leave the premises.
- All Board of Education Policies are listed on the school district website, www.psd150.org.

STUDENT RIGHTS

SEXUAL HARASSMENT POLICY

(Board Policies 5:20 (employees) and 7:20 (students))

- No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- The Peoria Public Schools also maintains a Sexual Harassment Policy among employees.

DISCRIMINATION POLICY

(Board Policy 7:10)

- Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.
- The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Grievance Procedure.

RAISING COMPLAINTS OF DISCRIMINATION AND SEXUAL HARASSMENT

(Board Policy 2:260)

- Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe they are a victim of discrimination or harassment. The Complaint Manager will work to resolve the complaint before reaching the grievance procedure.
- The Complaint Manager for Peoria Public Schools is the Human Resources Director, located at 3202 North Wisconsin Avenue, Peoria, IL 61603. The office phone number is (309) 672-6770.

GRIEVANCE PROCEDURE

(Board Policies 7:10 and 2:260)

- The following grievance procedure shall be used by any individual wishing to present a complaint alleging that the educational system discriminates against a student or students on any basis.
 - STEP I: A complaint shall first be presented to the student's building principal. In the event that there are students involved from different buildings, the Superintendent shall designate a principal to hear the complaint. The complaint shall be in writing and shall state the nature of the alleged discrimination and the relief requested. The principal shall meet with the complainant within three school days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the principal may also have a representative; such meeting, however, shall be informal. The principal shall issue a written decision within five school days of this meeting.
 - STEP II: If the complainant is not satisfied with the principal's decision, within five school days of the date of that decision, an appeal of that decision may be taken to the Superintendent or his/her designee (hereinafter the word "Superintendent" shall include designee).

The appeal shall be in writing and shall state the reasons for appealing the principal's decision. Within five school days of receiving the appeal, the Superintendent shall meet with the complainant, any representatives, and the principal, to resolve the grievance. The Superintendent shall issue a written decision within ten school days of this meeting.

- STEP III: If the complainant is not satisfied with the Superintendent's decision, then within ten school days of the Superintendent's decision, an appeal may be made to the Board of Education. Such an appeal shall be instituted by filing, with the Secretary of the Board of Education, a statement setting forth the reasons for the appeal. The Board of Education, or a committee thereof, shall meet with the complainant, the principal, the Superintendent, and any representatives to discuss the allegations of discrimination. The hearing with the Board of Education shall be informal, however, the complainant and the school administration may present evidence, and call and cross examine witnesses. The Board of Education may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply, however, hearsay evidence shall not be presented for proof of any ultimate facts.
- STEP IV: If the complainant is not satisfied with the decision of the Board of Education, the complainant may appeal that decision to the Superintendent of the Educational Service Region pursuant to section 5/3-10 of the School Code.
- STEP V: If either party is not satisfied with the decision of the Superintendent of the Educational Service Region, an appeal may be filed with the State Superintendent of Education pursuant to section 5/2-3.8 of the School Code.
 - Representatives at Steps I and II are limited to parents or guardians of students filing complaints. At Step III and beyond, "Representatives" shall include legal counsel. All hearings shall be held in private and at times convenient for the parties. However, hearings at Step I and II shall be during normal school hours.

STUDENT SERVICES

TRANSPORTATION

(Board Policy 4:110)

- The District shall provide free transportation for students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing in accordance with the guidelines set by the State of Illinois, and adequate public transportation is not available. If the District does not provide transportation under these circumstances, a parent may request the reimbursement of transportation expenses from the State of Illinois through the Peoria County Regional Office of Education.
- A student's parent(s)/guardian(s) may file a petition with the Illinois State Board of Education requesting transportation due to the existence of a serious safety hazard. The petition will be reviewed by the Illinois Department of Transportation.
- Additional information may be found online at www.psd150.org/transportation.

FREE AND REDUCED LUNCH

(Board Policy 4:130)

- Breakfast and lunch are available at school. Meals are planned to meet student dietary guidelines established by the United States Department of Agriculture. Meals are available at a reasonable charge. Families that need assistance may apply for free or reduced price meals. Beginning in the 2011-2012 school year and continuing for at least four years, students attending one of 22 District schools will receive free breakfast and lunch through the Community Eligibility Option, a pilot program of the National School Lunch Program. Students will still be charged for ala carte items and extra milk. Participating schools include: Calvin Coolidge Middle School, **Franklin Primary School**, Glen Oak Community Learning Center, Harrison Community Learning Center, Hines Primary School, Jamieson School, Knoxville Center for Student Success, Lincoln School, Manual Academy, Mark Bills Middle School, Peoria High School, Rolling Acres Middle School, Roosevelt Magnet School, Sterling Middle School, Thomas Jefferson Primary School, Trewyn School/Day Treatment, Valeska Hinton E.C.E.C., Von Steuben Middle School, Whittier Primary School, Woodrow Wilson Primary School, and Woodruff Career and Technical Center

STUDENT RESIDENCY AND TUITION

RESIDENCY REQUIREMENTS

(Board Policy 7:60)

- All students are required to attend school in the attendance area where they reside, or the school to which the student has been assigned by official action. When a family moves to another attendance area, elementary students must transfer to the new attendance center. All incoming ninth graders and all students transferring into District 150 from other school districts shall attend the high school serving the area in which they reside.
- Only students who are residents of the District may attend a District school without tuition charges, except as otherwise provided below or in state law. A student's residence is the same as the person who has legal custody of the student. A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Transportation for pupils who move out of the district is the responsibility of the parents and the pupils.
- Non-resident students may attend District schools, only upon the approval of a request submitted by a student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to guidelines outlined in School Board Policies. Acceptance may also be granted according to an intergovernmental agreement to accept non-resident students under the No Child Left Behind Act's school choice provisions or whenever any State or Federal law or a court order mandates the acceptance of a non-resident student.

HOMELESS STUDENTS

(Board Policy 6:140)

- Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation will be provided as mandated by the McKinney-Vento Homeless Assistance Act. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act.

NON-RESIDENT SPECIAL EDUCATION STUDENT TUITION

- In the event that any special education student is determined to be a non-resident student, the status of such student shall be referred to the Director of Special Education who shall review the determination of District residence and establish tuition rates.

CHALLENGING A STUDENT'S RESIDENCY STATUS

(Board Policy 7:60)

- If the Superintendent or designee, including the Director of Special Education, determines that a student attending school on a tuition-free basis is a non-resident of the District, he or she shall refer the case to the Instructional Improvement Officer.

ATTENDING FRANKLIN INSTEAD OF STUDENT'S HOME SCHOOL

- If a student is attending Franklin Primary School due to a "choice/boundary waiver" acceptance, their placement is reliant on the student's behavior and attendance. Students and parents who are attending Franklin Primary School instead of their home school will be asked to sign a contract. The contract states that the student must maintain excellent attendance and must display appropriate behavior at all times. If there is a breach of this contract, the parent/guardian will be required to enroll the student at his/her home

school, immediately.

“UNSAFE SCHOOL” CHOICE OPTION

- The unsafe school choice option allows student victims of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event to transfer to another District school. The student must be a victim of a crime defined in Illinois law found at 725 ILCS 120/3. Additionally, any student attending a school defined as a “persistently dangerous school” by the Illinois State Board of Education, also may exercise the “unsafe school” choice option.

ENGLISH LANGUAGE LEARNERS

(Board Policy 6:160)

- The Peoria Public Schools offer specialized instruction for English Language Learners for students determined to be limited in English in any area (speaking, listening, reading or writing). Bilingual Education and English as a Second Language classes take place in various buildings throughout the District depending upon the primary language of the student. For more information on ELL Programs, contact the ELL Director at 672-6754.

ALTERNATIVE LEARNING OPPORTUNITIES

(Board Policy 4:170)

- In order to meet the needs of our children and parents, the Peoria Public Schools offer a wide variety of school choices. Programs and schools include:
 - Roosevelt Magnet (K-8 Fine Arts)
 - Washington Gifted (5-8)
 - Valeska Hinton Early Childhood Education Center
 - Woodruff Career and Technical Center (High School)
 - Manual Academy
 - Preparatory School for the Arts at PHS
 - Richwoods High School International Baccalaureate Program
- Additionally, the Peoria Public Schools provides multiple programs for students at risk of academic failure or dropping out of school. Programs provide educational and support services that address individual learning styles, career development and social needs. Programs currently offered include:
 - Woodruff Career and Technical Center (K-12)
 - Knoxville Center for Student Success
 - Work Experience Career Exploration Program
 - Truancy Alternative Program (TAP) for grades 9-12
 - Day Treatment for grades 6-12
 - High School Credit Recovery
- To learn more about how your child can participate in one of the above programs, call (309) 672-6512.

STUDENT SUPPORT PROGRAMS

STUDENT SUPPORT SERVICES

(Board Policy 7:250)

- The following services are provided by the Peoria Public Schools:
 - Health services supervised by a qualified nurse;
 - Educational and psychological testing services and the services of a psychologist, as needed;
 - The services of a social worker;
 - Guidance and counseling services.
- Protocols are made by the Superintendent or a designee to respond to students with social, emotional or mental health problems that impact learning ability. However, the District assumes no responsibility for preventing, identifying or treating such problems.

NOTICE OF DISABILITY ACCOMMODATION

(Board Policy 8:70)

- Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

INSTRUCTION FOR STUDENTS WITH DISABILITIES

(Board Policy 6:120)

- All children with disabilities have a right to a free, appropriate public education in the least restrictive environment and necessary related services. The District will not discriminate on the basis of race, gender, religion, ability or economics. Inquiries regarding the identification, assessment and placement of children with disabilities should be directed to the Director of Special Education at 672-6752. When parents suspect their child may have a disability, they should consult their school principal.

INTENT TO PROVIDE APPROPRIATE EDUCATION

(Board Policy 6:120)

- It is the intent of the District to make sure that students with disabilities are identified, evaluated, and provided with appropriate educational supports. Students who have a physical or mental impairment, which substantially limits one or more major life activities, are eligible for services under Section 504 regulations. Students who have a learning disability may be eligible for services under the Individuals with Disabilities Education Act. Students serviced under Individualized Education Plans (IEP's) have rights that ensure appropriate identification, evaluation, and supports. Rights of parents and students include notice of services provided, opportunity to review records, review procedures and opportunities for an impartial hearing if necessary.

COMMUNICABLE AND INFECTIOUS DISEASE

(Board Policy 7:280)

- A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. The school principal, classroom teacher, school nurse, parents or other representative (i.e., family physician), Director of Special Education and a medical representative from the Peoria County Health Department will make a determination of whether the behavior or physical condition poses a high risk to the individual student or others in the school environment. A report of the team's findings shall be filed with

the District Superintendent for consideration within ten days of notification of the presence of an infectious disease in the schools. On a case by case basis, the team will determine the appropriate educational environment for the student. The student's condition will be monitored appropriately. Procedures of cleanliness and hygiene for handling saliva, vomitus, feces, urine or other bodily fluids emanating from students with a chronic infectious disease shall be disseminated to all district personnel.

HOME AND HOSPITAL INSTRUCTION

(Board Policy 6:150)

- A student absent or anticipated to be absent from school for more than two consecutive weeks, due to health reasons or physical impairment, will be provided the services of a certified teacher in the home or hospital. A licensed medical examiner must present a written statement on the approved District form. A parent or guardian must also file a written request to the office of the Superintendent. Call 672-6730 for more information.

ADMINISTERING MEDICINES TO STUDENTS

(Board Policy 7:270)

- Teachers and other non-administrative school employees, except school nurses, shall not be required to administer medication to students. Parent(s)/ guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.
- The following is required for students with medical conditions requiring that they have medication (e.g. inhaler for asthmatics, Epi-Pen for allergic reactions, etc.) in their possession for immediate self-administration.
 - Students should be evaluated on an individual basis by the school's nurse regarding the need to carry emergency medication.
 - Parent/legal guardian must provide written authorization each school year for the student to be in possession of the medication and to self-administer. Except as allowed by law, medications should be stored in the school office in a locked cabinet.
 - The physician must certify that there is a medical condition necessitating that the student be in possession of the medication and that the student is capable of self-administration. A Prescriber signature is needed on the school medication form for prescriptions (paragraph 1). However, a physician signature is no longer needed on the school medication form for asthma inhalers (Public Act 096-1460) or EpiPens. The form must include a parent/guardian signature and prescription label for asthma inhalers and/or EpiPens.
 - The parent must sign a statement each school year indemnifying the district from any liability for the self-administration.
- Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication

STUDENT RESPONSIBILITIES AND POLICIES

ATTENDANCE POLICY

- Your child will be marked TARDY if:
 - Your child arrives to school after 8:30 a.m.
 - Your child leaves school between 2:00 and 3:15.
- Your child will be marked absent a HALF DAY if:
 - Your K/1 child leaves school after 10:30 a.m. and does not return.
 - Your 2nd – 4th grade child leaves school after 11:00 a.m. and does not return.
- Your child will be marked absent a FULL DAY if:
 - Your K/1 child leaves school before 10:30 a.m. and does not return.
 - Your 2nd – 4th grade child leaves school before 11:00 a.m. and does not return.

- Children must be at school every day, on time and ready to learn.
 - Parents can help...
 - Talk to your child about the importance of school;
 - Make sure they get adequate sleep (8-10 hours);
 - Plan appointments for children outside the school day;
 - Understand and follow the Attendance Plan;
 - Encourage your child to stay home only when an illness is major;
 - If they must miss school, or are unavoidably late, call the school first thing;
 - If there are problems getting in the way of good attendance, contact:
 - the school administration, counselor or teacher
 - Project TARGET (truancy support) at 672-6086
 - Truancy Assessment Center at 672-6859.

- The following reasons will be considered as **excused absences**:
 - illness
 - observance of religious holiday (with 48 hours notice requested)
 - death in the immediate family
 - family emergency
 - visits to college campuses and job interviews (with 48 hours notice requested)
 - situations beyond the student's control as determined by the Board of Education
 - other circumstances which cause reasonable concern to the parent for the safety or health of the student.

- Students should stay home from school if he or she is ill and has the following symptoms:
 - Fever of 100 degrees or higher
 - Hepatitis A virus infection
 - Pink eye
 - Impetigo
 - Head lice
 - Chicken pox
 - Any other obvious signs of illness
 - Diarrhea/Vomiting
 - Rash with fever
 - Tuberculosis
 - Strep throat
 - Scabies
 - Ringworm

WHEN ABSENCES OCCUR:

- For Each Absence:
 - An automated or personal phone call will be made to parents.
 - **Parents have 48 hours to provide a note to school.**
- 3rd unexcused absence:
 - Principal meets with the student.
- 5th unexcused absence:

- Principal meets with parents.
- Develop a targeted intervention plan.
- 9th unexcused absence:
 - ***Students who accumulate NINE UNEXCUSED absences from school are considered to be a CHRONIC TRUANT and are subject to disciplinary action.
- 10th unexcused, excused or combination of absences:
 - A doctor's note is required for all absences beyond this within 24 hours of the absence.
 - Principal meets with parents.
- 15th unexcused absence without a doctor's note:
 - Students will be referred to PROJECT TARGET.
- 15th, 16th, and 17th unexcused absences without a doctor's note:
 - Parents of students ages 7-17 will be issued a Truancy Ticket.
- 18th unexcused absence:
 - Parents of students ages 7-14 are reported to the State's Attorneys' Office.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/ OBSERVANCE

(Board Policy 7:80)

- A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District five days before the student's anticipated absence. The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.

ABSENCES FOR EXTRACURRICULAR ACTIVITIES

(Board Policy 7:70)

- Absences may be approved and determined excused absences for participation in competitive events sponsored by District 150 or regularly scheduled through state organizations like the Illinois High School Association with which the District has an affiliation. Absences may be approved for national or international competition such as is held for speech, debate, cheerleading and career education providing qualification for such competition was secured through successful state competition. District 150 will not be obligated for any expense incurred.

ACCEPTABLE USE AND INTERNET SAFETY

(Board Policies 6:236, 6:237 and 6:238)

- While technology and the Internet are a part of our daily lives, each presents some serious issues that must be addressed by all users, families, students, and adults. New technology policies were implemented at the start of the 2009-10 school year for Peoria Public Schools. All users will receive a copy of the policies at the start of each school year and will be required to sign a document for the responsible use of the network. Students and a family member will be required to do this as part of the registration process.
- The network is provided for education and business purposes ONLY. It is not to be used for personal activities. There is NO PRIVACY when using the network or technology resources within District 150.
- As required by a new state law, curriculum has been developed that will provide information on the safe use of the Internet along with proper etiquette. The Technology Department will be meeting with staff at faculty meetings, administration and families during school meetings, to provide support for all users both within the network and in the home.
- If you have any questions, comments, or concerns regarding technology and its use, please contact the Technology Department at 685-0181.

DISTRIBUTION OF MATERIALS TO STUDENTS PROVIDED BY STUDENTS

(Board Policies 7:310 & 8:25)

- Students are not allowed to distribute written or electronic material, including material from the internet, that: will cause substantial disruption, violates the rights of others, is socially inappropriate or inappropriate due to maturity level of the students; is primarily intended for the immediate solicitation of funds; or in grades kindergarten through eighth, is primarily prepared by non-students, unless it is being used for school purposes.
- Distribution of acceptable non-school-sponsored written material may be done at a time and place that is not disruptive, will be coercive or result in the perception that the material is school-sponsored.
- Distribution “at school” includes on school grounds or at school-related activities. Gross disobedience and misconduct by students in this manner may result in disciplinary action.

DISTRIBUTION OF MATERIALS TO STUDENTS PROVIDED BY NON-SCHOOL RELATED ENTITIES

(Board Policies 7:310 and 8:25)

- Parents, community members and businesses can find the distribution and advertising policy for non-school related entities, by calling the Marketing and Public Relations Department at (309) 672-6512 or by going to the department’s website.

DISTRICTWIDE UNIFORM POLICY (PRIMARY/MIDDLE SCHOOL ONLY)

(Board Policies 7:160 and 7:165)

- As part of our safety program and to ensure a culture of excellence, all primary and middle schools in the School District will once again enforce a mandatory school uniform policy this school year. Individual schools participating in the School Uniform Program have specific dress requirements and school uniform policies posted on each website, located under the parent link.
- No student shall be denied attendance at school, penalized or otherwise subjected to compliance measures for failing to wear a uniform by reason of:
 - Objection by the student’s parent(s)/guardian(s) on religious grounds to the student’s compliance with this policy, if they have provided the Board with a signed statement of objection detailing the grounds for the objection.

Uniform Policy

2018-2019

Wearing uniforms is mandatory at Franklin. The uniforms required on the first day of school are:

Shirts

- Navy blue, white, black, red, or light blue
- Must have a collar (polo or turtleneck).
- Must be free of writing, logos, stripes, or designs.
- T-shirts worn under uniform shirts must be a solid color.
- **Only on Fridays, Franklin school shirts may be worn.**

Pants/Shorts/Skirts/Dresses

- Must be khaki, navy blue, or black.
- Leggings may be worn under skirts. Leggings must be a solid color and either black, navy blue, white, or red.
- No jeans of any color are allowed.
- Skirts and shorts must be the appropriate length (must be longer than the length of child's fingertips when at his/her side).

Sweatshirts or Sweaters

- May be worn over collared uniform shirt.
- Navy blue, white, red, or black solid colored
- No hoodies or jackets are allowed to be worn during the school day.

Accessories:

- No large earrings that fall below the jawline (safety concern)
- No bracelets (safety concern)
- No necklaces or jewelry may be worn around the neck (safety concern).
- Belts must be solid colored black or brown.
- No flip flops or sandals at any time. Close-toe shoes must be worn every day (safety concern).
- Headwear (no sweatbands, bandanas, hats).
- Tall socks of solid color may be worn (Navy blue, white, red, or black only).

If a child comes to school without a uniform or not in accordance with the policy, school staff will first contact the family to ask for a change of clothes. If no one is available or cannot be reached, students will be asked to change into a uniform provided by Franklin, if there are any available. If a student is chronically out of uniform, our building administration will determine what supports can be utilized to assist or if a consequence is in order. The uniform policy is strictly enforced.

These rules and regulations were put in place to insure the safety and highest standards of education for our students.

MISCELLANEOUS INFORMATION

CLASSROOM TEACHER QUALIFICATIONS AND SCHOOL STATUS

(Board Policies 5:190, 6:15 and 7:65)

- **Parents Right To Review Teacher Qualifications**
 - Parent(s)/Guardian(s) of students in schools receiving Title I money have the right to request their students' classroom teachers' professional qualifications.

- **Notification When A Student Is Being Taught By A Teacher Who Is Not Highly Qualified**
 - Parent(s)/Guardian(s) of students in schools receiving Title I money must be notified when their child is assigned to, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

- **Notification Of School Identified As In Need Of Improvement, Corrective Action or Restructuring**
 - Students enrolled in a school identified by the Board of Education for school improvement, corrective action, or restructuring according to federal law may transfer to another public school within the District that has not been so identified. If capacity at a receiving school becomes an issue, the District will explore a range of possible options under the law, including giving priority to the lowest-achieving students from low-income families, creating satellite divisions of receiving schools in neighborhood buildings, redrawing attendance zones if necessary, or other options to insure the ability to transfer is provided. A student may not transfer to a school where academic criteria exists for enrollment and the student does not meet that criteria OR where a transfer would prevent the School District from meeting its obligations under a state or federal law, court order, or consent decree applicable to the School District.

MEDIA/PHOTOGRAPHS/PUBLICATIONS

- We expect that the media will be interested in what is happening at our school. If, for any reason, you **do NOT** wish your child to be viewed on television or photographed by the media, we need to have that information on file in writing.

NOTICE OF PESTICIDE APPLICATION

- By Illinois law, all parents have the right to be notified when pesticides are used on the school property where their child attends. A Pesticide Registry is available for parents at the Buildings & Grounds Department, by calling 672-6739. Parents who sign up for the registry will be notified of any pesticide use on school property, including the type of pesticide used.

NOTICE OF SEX OFFENDER INFORMATION

(School Policy 4:170)

- State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:
 - A parent/guardian of a student attending the school and the parent/guardian is (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school; or
 - Has permission to be present from the School Board, Superintendent or Superintendent's designee. If

permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the building Principal. In all cases, the Superintendent, or designee, who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

PLAYGROUND EXPECTATIONS

- Children are not allowed to do flips of any sort on the school grounds at all.
- Children are not allowed to "play fight". Appropriate consequences will be given if they are seen play fighting.

TOYS AND SPINNERS

- Toys and spinners are forbidden from the school property. If a toy or spinner is found, it will be given to the school principal who will hold it until a guardian comes to retrieve it.

VISION AND HEARING SCREENINGS

- The school years are an important period in a child's life. During this time, children are introduced to the world of learning and they begin to acquire vital social skills. Development in both of these areas can be inhibited, however, if a child's vision or hearing is impaired. This is why it is so important for children to be screened.
- As mandated by the State of Illinois, these services will be conducted in each building by state certified technicians.
- Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

SCHOOLWIDE FAMILY INVOLVEMENT POLICY – TITLE I GRANT

This policy is updated yearly with input from parents and staff.

PARENT INVOLVEMENT STATEMENT

Our school needs parents. Parents can be involved in many ways, but the most important ways are through support and communication. Support and communication takes on many forms such as making sure homework is done after school. This supports your child(ren)'s achievement and communicates to them that school is important. It is also done by having correct and working phone numbers available for emergencies. We are doing our absolute best for your child(ren) and want to work with you as a team! Parents are the most important people in a child(ren)'s life. We are glad you are our partners!

PARENT TEACHER ORGANIZATION (PTO)

This committee entails working with the Principal to make decisions regarding school climate, public relations, and to help the program grow.

The Franklin Primary School agrees to implement the following Title I statutory requirements:

1. Franklin Primary School will take the following actions to involve parents in the **joint development of its school parental involvement plan** under section 1118 of the ESEA:

Franklin Primary School will actively seek parent volunteers to serve on the Universal Leadership Team that drives all school decisions through the use of data and shared decision making. The ULT also writes the Rising Star Report/SIP Plan and Title 1 School Wide Plan with staff and parental support.

2. **Franklin Primary School** will take the following actions to involve parents in the **process of school review and improvement** under section 1116 of the ESEA:

- a. *Parent representative will be an active member of the Universal Leadership team which develops and monitors the Rising Star Plan.*
- b. *Parental input will be collected through surveys and suggestion cards for what is needed for school improvement. (Curriculum, Management, Budgetary, etc.)*
- c. *Parental input will be sought for utilizing Title 1 funds for the school through personal individual conversations, Annual Title I meeting, and ULT meetings.*

3. **Franklin Primary School** will hold an **annual meeting** to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

Back to School Night: An office newsletter will be sent home and posted on Franklin's district website. Skylerts will be developed with stating the day and time of Back to School Night and Classroom newsletters will contain the information as well. Title 1 Monies will be discussed with parents as part of the Back to School program.

PTO Meetings: Monthly PTO meeting dates will be printed in office parent newsletters and reminder Skylerts developed so that the parents will know when they are held.

Family Picnic: The Franklin **Back to School Family Picnic** will be held on a Saturday before school starts and is an opportunity for new and returning families to be welcomed into our community and meet our teachers and staff. School information will also be available to parents. It is a casual get-together where

refreshments will be served. Returning families are encouraged to seek out new families so that they can quickly feel part of our extended Franklin family.

4. **Franklin Primary School** will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a **description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet** by:

Franklin Primary's Rising Star Plan will be stored in the school office for parents to review the indicators that the school is working on.

Individual PARCC Score sheets will be shared with each parent at Parent Teacher Conferences along with any DATA from other testing done by the school (NWEA, DIBELS, ACCESS, Progress Monitoring, Easy CBM's, etc. depending on grade level). The information will be printed in such a way that the parents will understand where their child stands academically.

Franklin Primary's CSSS Team will contact parents if assessment data indicates an intervention is needed for academic or behavioral support. Students who are identified from assessment data as needing individual support are placed in appropriate interventions. After review of their child's data, parents can request additional support for their child.

Progress Reports will also be sent out in the middle of each grading period so that the parent is aware of the student's academic progress.

Parents will also have access to Family Access which will allow parents to view the student's academic progress in each class at their leisure. Computers are available at the school for parent's to access this information.

Parents of students who are not meeting academic standards will receive a letter twice a year stating that the students are failing and inviting them to conference with the teachers or administration to develop an action plan that will meet the student's individual needs.

5. **Franklin Primary School** will, at the request of parents, provide opportunities for **regular meetings for parents to formulate suggestions** and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Arranging a meeting (General, 504, IEP etc.) with Administration or Teachers as requested in a timely manner.
- Other district personnel will be in attendance as needed. (Special Ed Coordinators, School Psychologists, Sociologist, Speech Pathologists etc.)

6. **Franklin Primary School** will provide each parent an **individual student report** about the performance of their child on the State assessment in at least math, language arts and reading by:

- Each student who took the state assessment test will have a copy of the assessment results. One student copy will be provided to the parents with an explanation from the child's teacher about the results

7. **Franklin Primary School** will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is **not highly qualified** within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- Parents will be sent the **Parent Notification Regarding “Highly Qualified” Status of Teacher** letter as mandated by NCLB if any teacher is identified as not Highly Qualified.
8. **Franklin Primary School** will provide assistance to parents of children served by the school, as appropriate, in **understanding topics** by undertaking the actions described in this paragraph --
- the state’s academic content standards
 - the state’s student academic achievement standards
 - the state and local academic assessments including alternate assessments
 - the requirements of Part A
 - how to monitor their child’s progress
 - how to work with educators

We will discuss topics above at the Open House in the very beginning of the year. They will be revisited in each Monthly Newsletter, informal communication between staff and parents, involvement in the school’s universal leadership team, and at Parent/Teacher Conferences that are held 2 times a year: Fall and Spring. We will also work with the PTO to provide Workshops on the topics above.

9. **Franklin Primary School** will provide **materials and training** to help parents work with their children to improve their children’s academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

Working with the PTO to offer workshops. Work with the Parent University provided by the district to offer classes or workshops on needed topics. We will also offer brochures on said topics as they become available to us. Websites will also be a part of the Monthly Newsletter that will also provide parents with guidance on the information above that will allow them to improve their children’s academic achievement.

10. **Franklin Primary School** will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to **reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents**, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Holding Parent Workshops
- Utilizing the Parent University
- Hosting School Family Curriculum Nights
- Monthly PTO Meetings (AM and PM)

11. **Franklin Primary School** will, to the extent feasible and appropriate, coordinate and **integrate parental involvement programs** and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Holding Parent Forums
- Utilizing the Parent University
- Hosting School Family Curriculum Nights
- Monthly PTO Meetings (AM and PM)
- Informal conversations between staff and families
- Participating in the community wide kindergarten transition fair
- Reaching out to the early childhood community and helping to ease the transition from pre-k to k at Franklin

12. **Franklin Primary School** will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an **understandable and uniform format**, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Monthly School Newsletters in English and Spanish
 - Classroom Newsletters
 - Skylert messages and e-mails in English and Spanish
 - Flyers and signs about upcoming events in English and Spanish
13. This School Parental involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by minutes from family advisory board and leadership team meetings.

This policy was adopted by the **Franklin Primary School** on **June 2, 2017** and will be in effect for the period of 1 year. The school will distribute this policy to all parents of participating Title 1, Part A children on or before **September 6, 2017**.

(Signature of Authorized Official)

(Date)

INSTRUCTION

Grading and Promotion

I. Purpose of Grading:

The purpose of grading is to communicate to a variety of audiences an accurate evaluation of what students demonstrate they know and are able to perform toward meeting Illinois State Learning Standards and District expectations as well as to provide a basis for both students and teachers to reflect upon teaching and learning.

II. Grades on the report card (Grades 1st through 12th) will be equivalent to the following percentages:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 and below

Grades should be figured on a percentage basis to promote consistency.

Kindergarten will utilize a skill-based report card with grade designations as determined by the District.

Missing assignments will be marked as a zero in the Skyward Gradebook. A student who is present but does not turn in an assignment will be provided the opportunity to make up the assignment. The earned grade on the missing assignment will lose one letter grade per day until that assignment turns into an “F.” If the assignment is not turned in, it will still be marked as a zero.

III. Homework assignments will account for no more than 15% of the total grade.

IV. The following guidelines will apply to students with excused absences, suspensions and unexcused absences:

Excused Absence

For a non-attendance day to be an excused absence, a note or phone call will be required from the student’s recognized guardian within two (2) attendance days of the student’s return to school. Excused students will be given a zero and the assignment will be labeled as missing. The student will be allowed two (2) days for every one day of excused absence to make up missing assignments. A student who completes the assignments within the

time guidelines will receive full credit. The grade would then replace the zero. Work not turned in will still be given a zero.

Unexcused Absence

Students with an unexcused absence, including suspensions, will be given a zero but they will be allowed to make up the work for full credit. Students will be allowed one (1) day for every day of unexcused absence or suspension. A student who completes the assignment within the time guidelines will receive full credit. The grade will then replace the zero given. Work not turned in will still be given a zero. On the tenth (10) day of absence from any course, the student will automatically be given an “F” in that course for the semester.

If an absence(s) occur(s) at the end of the grading period, the student will be given a zero. A student who completes the assignment(s) within the time guidelines will receive full credit. The grade will then replace the zero given and the new grade will be issued. Work not turned in will still be given a zero.

If a graduating Senior high school student is absent at the end of the final grading period and meets the guidelines for an excused absence, the student must complete all missing course requirements by 12:00 p.m. (noon) on Friday (day before graduation ceremony) in order to participate in graduation exercises. The student(s) name(s) may not appear in the graduation program.

Forfeiture of Promotion or Course Credit

Grade K-8: Students with more than five (5) unexcused absences in a grading period, including unexcused and out-of-school suspensions, will receive an “F” for that grading period. If a student misses in excess of (20) absences during the school year, a student could be subject to retention.

Grade 9 -12: Students with more than five (5) unexcused absences in a grading period will receive an “F” in each course(s) the absences occurred. If a student misses more than ten (10) absences in a semester, including unexcused and out-of-school suspensions, that student may not receive course credit.

The classroom teacher **will** assign an F for the grading period if a student has more than 5 unexcused absences. However, upon appeal by the student and the parent, the principal has the authority to override the failure.

Appeal Procedure

Parents of students who believe excessive absences (that result in a denial to participate in graduation exercises; sports ineligibility; or the retention or loss of credit) are due to extenuating circumstances (documentation required),

may appeal the decision to the principal using the district approved Grade Change Appeal Form.

V. Parent Conferences will be conducted at the conclusion of the 1st and 3rd grading periods.

VI. Parents will be notified whenever a student's work is unsatisfactory. Notification may be made by formal or informal reporting procedures.

VII. Plagiarism

Defined: "To be liable for plagiarism, it is not necessary to exactly duplicate another's literary work, it being sufficient if unfair use of such work is made by lifting of a substantial portion thereof." (Black's Law Dictionary)

Consequence: Failure of the assignment only.

VIII. Author Falsification

Defined: Turning in an assignment done by another, but claiming the work to be one's own.

Consequence: Same as for plagiarism (explained above).

IX. Source Falsification

Defined: The intentional listing of erroneous or non-existent sources, i.e., attributing ideas, writings, or passages to an incorrect or non-existent source.

Consequence: Same as for plagiarism above.

X. Assignment of Credit and Classification for Graduation:

Credit will be assigned to students who have successfully completed course requirements and earned a passing grade. Credits will be used to determine what grade level a student will be assigned in grades 9-12.

Promotion Requirements

Students will be required to meet current promotion requirements as determined by Board policy:

Class of 2015 and Beyond Traditional Schedule:

- Grade 9 to 10 – a minimum of 6 units cumulative must be earned
- Grade 10 to 11- a minimum of 13 units cumulative must be earned
- Grade 11 to 12- a minimum of 19 units cumulative must be earned
- Graduation - a minimum of 26 units and successful completion of any other state standards must be earned according to School Board Policy

Grade Point Average

A student's grade point average (GPA) will be calculated with the average of all courses completed. GPA will be based on a 4.00 scale.

Weighted Grade Point Average

A student's weighted grade point average (WGPA) will be calculated with the average of all courses completed. However, designated weighted courses will be based on a 5.00 scale.

CROSS REF.: 6.30 (Graduation Requirements)

REVISED: October 5, 2009
 January 3, 2013
 July 21, 2014
 October 16, 2014

6:280 AP

PLEASE SIGN AND RETURN THIS PAGE! THANK YOU!

I have received and read through this handbook.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____

Please return this signed page to the front office or your child's teacher!
Thank you!



FRANKLIN PRIMARY SCHOOL STUDENT/FAMILY HANDBOOK 2018-2019