2022-2023 Peoria Public Schools
Parent and Student Policy Manual

This student/parent handbook is only a summary of the laws and policies governing the Peoria Public Schools. The Board of Education policies governing the district are available at the district’s administrative offices or at www.peoriapublicschools.org, under the Board of Education tab. This handbook may be amended throughout the school year without notice.

Every Student • Every Class • Every Day

Having students at school and in class every day is a primary goal of the Peoria Public Schools. Attending school regularly helps students feel better about school and themselves.

For Primary School Students:
Attendance matters even as early as kindergarten. Students who miss too many days in kindergarten and first grade can struggle academically in later years and often are not reading at grade level by the end of the third grade.

For Middle and High School Students:
By middle and high school, poor attendance is a leading indicator of dropping out of high school. Absences add up! Both excused and unexcused absences represent lost time in the classroom and a lost opportunity to learn. Too many absent students can affect the whole classroom, slowing down instruction. Being late to school also disrupts the start of class and can make your student miss important lessons.

Help your student build the habit of good attendance early so they learn that going to school on time, every day, is important. Developing good attendance prepares students for success in high school, college, on the job and in life.

Absenteeism and Truancy
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 family issues prevent good attendance, contact your school administration, counselor or teacher; Project TARGET (truancy support) at 309-672-6086.

What happens when students are absent from school?
For each absence:
• An automated or personal phone call will be made to parents.
• Parents have 48 hours to provide a note to school.
• Requests by a student to be absent from school during semester exams shall be considered unexcused absences.

• Second, third and fourth absence (excused or unexcused): Teacher will call home.
• Fifth excused or unexcused absence: Letter will be sent home.
• Sixth unexcused absence: Letter sent home; referral to Project TARGET (elementary students).
• Seventh absence (excused or unexcused): Administrator will call home; an intervention plan will be developed.
• Ninth excused absent: Certified letter sent home.
• Ninth unexcused absence: Certified letter sent home; student labeled as a chronic truant
• 10th absence (excused or unexcused): Certified letter sent home; doctor’s note may be required for future absences.
• 18th excused or unexcused absent (high school only): Certified letter warning of danger of being dropped after 20 absences will be sent home.
A student should stay home from school if he or she is ill and has the following symptoms:

- Fever of 100 degrees or higher
- Diarrhea/Vomiting
- Hepatitis A virus infection
- Rash with fever
- Pink eye
- Tuberculosis
- Impetigo
- Strep throat
- Scabies
- Chicken pox
- Ringworm
- Any other obvious signs of illness

Students who are absent for reasons other than personal illness, professional appointments or important personal family reasons shall be considered unexcused.

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.

Make-up work
It shall be the responsibility of the student to complete all make-up work within the time limits as established by school personnel. Students who are suspended, truant or have an unexcused absence shall receive a failing grade on assignments due on the date of the unexcused absence. The failing grade shall be recorded as an “F”, in accordance with the grading methods used by the teacher. Students who are absent without excuses shall be permitted to make up such work as is required for course completion, such as book reports, term papers, or projects.

Absences for extracurricular activities (Board Policy 7:70)
Absences may be approved and determined excused absences for participation in competitive events sponsored by Peoria Public Schools 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. Peoria Public Schools will not be obligated for any expense incurred.

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

The Elementary and Secondary Education Act
Every Student Succeeds Act (ESSA) is the reauthorization of the 50-year-old Elementary and Secondary Education Act, the country’s national education law that allows equal opportunity for all students. ESSA was signed into law on December 10, 2015 and tasks individual states to create a plan to ensure every child is learning and on the path to college and career. Federal funding is targeted to programs that work to improve student and school performance, especially in schools with large percentages of student 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 additional reading and math specialists, student resources and increased parent involvement activities. All Peoria schools benefit from Title I funding with the exception of Reservoir Gifted. Parents of children in Title I Schools have the right to request information regarding the qualifications of any teacher that is instructing their child. To learn more about ESSA additional resources are available on the ISBE website at www.isbe.net/essa

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:
1. Identifying information: name, address, gender, grade level, birthdate and place, and parent’s name and address;
2. Academic awards, degrees, and honors;
3. Information in relation to school sponsored activities, organizations and athletics;
4. Major field of study, including general types of services and dates of services; and,
5. Periods of attendance in the school.

Military and college recruiting
High schools are required to 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://www.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:
1. Political affiliations or beliefs of the student or the student’s family.
2. Mental or psychological problems of the student or the student’s family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally-recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. 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:
1. Shall arrange a meeting at a future date.
2. May also refer the group to PPS Administration at 3202 N. Wisconsin Ave. 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 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.peoriapublicschools.org/boardpolicies.
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.peoriapublicschools.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.

PPS participates in the Community Eligibility Provision (CEP), which provides free meals (breakfast and lunch) to all of the District’s 27 schools. Students will still be charged for ala carte items and extra milk.

Food Service Department Prices
Primary and Middle School
- Second Lunch: $2.75
- Second Breakfast: $1.75

High School
- Second Lunch: $2.75
- Second Breakfast: $1.75

Milk:
- Students: $0.60

There is no reduction in any of the lunch prices for not taking the milk or any other item. “Offer vs. Serve” states that the same price will be paid by the student or teacher taking only three items as compared to the student or teacher taking all five items of the “Type A” lunch.

School fees and waivers
Each pupil is required to pay a textbook and supply fee at the time of registration. The textbook fee is used to purchase basic and auxiliary texts - hardcover and paperback, periodicals, workbooks, science, music, and art materials and supplies.

The following fees are due in full by Friday, August 12:
- Full-Day Kindergarten: $50.00
- Grades 1-4: $55.00
- Grades 5-8: $55.00
- Grades 9-12: $65.00

Additional replacement costs are charged for books lost or damaged beyond normal wear.
Other fees for which students may be charged are:
- Lab Fees (per semester): $12.00
- Art/business project supplies (per semester): $12.00
- Physical Education (PE): $10.00
- Driver’s Ed.-Behind the Wheel: $100.00
Transportation for ineligible students $150.00
Cosmetology $30.00
Culinary Arts $30.00
Hair Braiding $30.00
Barbering $30.00

In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the District will waive fees for students who meet the eligibility criteria for a fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

To apply for fee waivers:
Parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student’s fee by filling out an application. The form is available on the District website, www.peoriapublicschools.org. Questions regarding the application process should be addressed to the 309-672-6735.

Student device fee information:
Peoria Public Schools has instituted a device check-out program. Students who need a device to complete their work at home can check out a laptop from their home school for use during the school year. In some cases, an iPad may be provided if the student has an IEP or other need requiring that instead of a laptop.

Students are responsible for making sure all equipment is returned in working order. Any missing pieces or items needing repaired will be charged to the student’s account. District devices come with a 3-year warranty for defects and failures only; accidental or intentional damage or loss is not covered by warranty. The District will provide discounted fees for damaged or lost devices, depending on number of incidents.

The District is not charging all students a Technology fee; in place of a blanket fee for all students, we are only applying fees for damaged/lost devices. Please see below for costs (offense levels do not reset at year end):

<table>
<thead>
<tr>
<th>Item</th>
<th>1st offense</th>
<th>Subsequent offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stream laptop power cable</td>
<td>$20</td>
<td>$50</td>
</tr>
<tr>
<td>Stream laptop</td>
<td>$50</td>
<td>$250</td>
</tr>
<tr>
<td>iPad power cable</td>
<td>$10</td>
<td>$25</td>
</tr>
<tr>
<td>iPad</td>
<td>$50</td>
<td>$250</td>
</tr>
</tbody>
</table>

Repeated misuse, damage, missing pieces, or failure to return the devices on time will result in the loss of check out privileges. Use of these devices is for school purposes only. Students must follow the guidelines set forth in the Student Handbook and the Acceptable Use Policy signed at the start of the year. By accepting the device, you are agreeing to the guidelines set forth by the District.

If you have any questions, please contact your student's building principal first. Depending on the question, the principal may contact your child's teacher or technology for assistance with answering your question.

There is free XFinity WiFi available through local hotspots (visit https://wifi.xfinity.com/ and enter your home zip code to find nearby free WiFi hotspots), or families can sign up for 2 free months of home internet WiFi through Comcast Internet Essentials at https://www.internetessentials.com; only $9.95/month after for low-income families. The Affordable Connectivity Program is also available in our area for up to $30 discount for home or cellular internet; visit https://www.affordableconnectivity.gov/ for more details on providers in the area, including Comcast and Verizon. If you need assistance with signing up for the Comcast Internet Essentials program, please contact your principal for more information so that our WiFi Committee will be able to assist families.
Enrollment Requirements
Medical examinations/immunizations (Board Policy 7:100)
Medical examinations and immunization compliance are required of all students in the Peoria Public Schools by October 15, 2022. 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, rubella and varicella (chicken pox). Hepatitis B and Tdap vaccine is required for grades 6 - 12. Hib and pneumococcal vaccination is required for pre-k entry. Lead screening is required for all students entering school under the age of six. Proof of meningococcal vaccine is required for students in 6th and 12th grade. Physical exam and immunization records must be received by October 15, 2022, or the student will be excluded from school until the requirement is met (barring homeless status).

Dental examinations
Dental exams are required for students in kindergarten, second, and sixth grades. The exam must be dated within 18 months prior to the due date of May 15.

Eye examinations
Eye exams are required for children entering kindergarten or enrolling in grades 1 - 12 for the first time in an Illinois school. Exam due October 15, 2022. 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 year. The exam is valid for 395 days. Please note that a “sport physical exam” does not meet the requirements for a “school physical exam.”

Birth certificates
By the first day of school, August 2, 2022, 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 Peoria Public Schools
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.

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 Peoria Public Schools 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.

If a student’s change of residence is due to the military service obligation of the person with legal custody of a student, he/she may, with a written request from legal custodian, maintain his/her residency as determined prior to the military obligation.

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 non-resident 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 Every Student Succeeds 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. For more information, call the Peoria County Regional Office of Education, 309-495-4800.

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 refer 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 Executive Director assigned to that school.

High school student’s ability to attend a school they began if parent moves within PPS (Board Policy 7:30)
A high school student may continue his/her final year or years of high school at the school where the student started, even though the family moves from one attendance center to another within Peoria Public Schools, providing that the student has attended that school, and the student has contemporaneously had a bona fide residence within that school attendance center for one year. If the student wishes to transfer schools, the student must transfer by the start of the next school year following a change of residence.

“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 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)
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 309-672-6512.

Alternative learning opportunities (Board Policy 4:170)
In order to meet the needs of our children and parents, Peoria Public Schools offer a wide variety of school choices. Programs and schools include:
- D2 Diploma/Degree program
- Online Learning Academy
- To learn more about how your child can participate in one of the above programs or schools, email susan.grzanich@psd150.org
- Reservoir Gifted Academy
- Valeska Hinton Early Childhood Education Center (pre-kindergarten)
- Dual-language (English/Spanish) pre-K at Valeska Hinton Early Childhood Education Center
• Dual-language (English/Spanish) kindergarten, grades 1 - 3 at Whittier Primary School.
• Woodruff Career & Technical Center (WCTC) – Please see the complete list of programs at www.peoriapublicschools.org/wctc
• Manual High School Industrial Technology
• Preparatory School for the Arts at Peoria High School – Dance, Drama, Band, Orchestra, Visual Arts
• Richwoods High School International Baccalaureate Program
• Knoxville Center for Student Success
• Trewyn Day Treatment

To learn more about how your child can participate in one of the above programs or schools, call 309-672-6512.

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, safe bus riding practices, emergency aid and post-crisis management.

Fire and emergency drills (Board Policy 4:170)
During each academic year, each school building must conduct a minimum of:
• Three school 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.peoriapublicschools.org, the Peoria Public Schools mobile app, at www.facebook.com/peoriapublicschools, www.twitter.com/@peoria150, on radio and television as quickly as a determination is made.

The Parentlink 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.

Student Support Programs and Services
Student support services (Board Policy 7:250)
The following services are provided by 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 309-672-6752. 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 from school for more than two consecutive weeks because of health or physical impairment will be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a physician licensed to practice medicine in all of its branches and a written parental or guardian request filed in the office of the Superintendent.
Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s), guardian(s) and hospital staff to coordinate course work and facilitate the student’s return to school.

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, EpiPen 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.

Non-resident special education student tuition
If 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.

Parents’ right to review instructional material
Anyone may inspect any textbook or instructional material used in the District. Contact Dr. Sandra Wilson, Assistant Superintendent for Curriculum and Assessment, 309-672-6536.

Driver education (Board Policies 6:60 and 6:210)
Students otherwise eligible for enrollment in a driver education course must receive a passing grade in at least eight courses during the previous two semesters. The Superintendent or designee may waive this requirement if he or she believes a waiver is in the student’s best interest. The eligibility requirements contained in state law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

Physical education (Board Policy 6:310)
Students in grades 9-12 at the Peoria Public Schools must participate in Physical Education. A student may opt-out if he or she is participating in an ROTC program.

Extracurricular activities
Eligibility
To be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity at 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 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 District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

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 your child’s assignments daily. Make sure he/she understands how to do them;
- set a specific time for doing the homework without interruption, preferably in the afternoon or early evening;
- provide a quiet corner for study;
- let the child do his/her own work;
- try to 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.
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. Parents/guardians of students must consent in writing to their child’s participation in any field trip. Non-participating students must be provided an alternative experience. Field trips may be cancelled without notice due to danger to students, staff or chaperones. “Non-refundable deposits may be forfeited.

Bicycle policy
Principals may officially proclaim their school rules concerning the use of bicycles. These rules depend upon the local conditions and are at the discretion of the Administration.

Automobiles and other vehicles
Permission must be granted by the Superintendent or designee before automobiles or other motor vehicles may be parked on school parking lots. In order to obtain permission, a student must register with the designated person in each high school and obtain a Peoria Public Schools parking sticker. Any vehicle parked on Peoria Public Schools property is subject to search at anytime for any reason.

Acceptable use and internet safety (Board Policies 6:236, 6:237, 6:238 and 7:345)
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 Peoria Public Schools.

As required by state law, curriculum has been developed that will provide information on the safe use of the internet along with proper etiquette. The Technology Department meets 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 309-685-0181. 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.
“Distribute” includes the publication by a student of material on a social media internet site that is likely to result in an adverse impact upon the educational environment of the school or any individual student, group(s) of students or staff member(s), or which in fact results or contributes to result in an adverse impact upon the educational environment of the school or any individual student or group(s) of students or staff members.

Flyers and other written materials covered by board policies are now distributed electronically. See www.peoriapublicschools.org/peachjar for more information.

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 or endorsed.

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 for: accessing or distributing forbidden material, or for writing, creating, or publishing such material intending for it to be accessed or distributed at school.
Notification regarding student accounts or profiles on social networking websites
(Notice required by Right to Privacy in the School Setting Act, 105ILCS75/15)
School officials may not request or require a student or his or her parents/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

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

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 Communications Department at 309-672-6744 or by going to the department’s website.

High school student dress code (Board Policy 7:160)
A dress code policy will be distributed during registration at each high school. The policy is also always available in the main office of each high school.

Primary, middle and special school uniforms (Board Policies 7:160 and 7:165)
To ensure safety and a culture of excellence, all primary and middle schools will enforce a mandatory school uniform policy. Individual schools have specific dress requirements and school uniform policies are posted on the school website and outlined in the school handbook.

No student will 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.
Schools have resources to provide accommodations for students whose families lack the financial resources to comply with this policy. Students may wear attire that is part of the student’s religious practice and may also wear the uniform of a nationally-recognized youth organization such as Boy Scouts or Girl Scouts on meeting days.

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, or at www.peoriapublicschools.org.

Student behavior (Board Policies 7:190, 7:220, 7:230)
The complete list of prohibited conduct may be found in Board Policy 7:190. (Student Behavior), 7:220 (Bus Conduct); and 7:230 (Misconduct by Students with Disabilities) and their respective Administrative Procedures (AP’s).

As stated in these policies, student misconduct may result in discipline ranging from a classroom adjustment to expulsion from school for up to two years.

Alcohol and tobacco
The following student conduct is strictly prohibited in Peoria Public Schools under the Student Behavior Code:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, selling and/or being 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 Peoria Public Schools. 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, hand-shakes, 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 may 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 if used in a threatening manner 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 (Board Policies 7:20, 7:180)
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 email, instant messages, text
messages, voice or video chat, taking or transmitting photos, using blogs, chat rooms, internet forums, social media, the web, other forms of electronic media, or any type of device to bully other students. This includes the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes substantial disruption to the educational process or orderly operation of a school.

Please note: According to Illinois law, students may be subject to school disciplinary action even for internet activities that occur at home and do not use school networks or websites.

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 usage (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 being 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 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
Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault is prohibited. “Sexual activity” does not include non-disruptive expression of gender identity or sexual orientation or preference.

Teen dating violence (Board Policy 7:185)
Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, “teen dating violence” occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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

School bus safety regulations
• To insure their own safety and that of others, students must obey the following regulations:
  • If there is not a sidewalk, 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.
  • Students must not engage in horseplay, loud talking, or other noisy activity or activity which might distract the driver.
  • Students 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 Behavior Policy. (Board Policy 7:190)
• 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.

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 grounds 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.

Parking
Parking is provided at high schools for students eligible to drive. Parking at the high schools is a privilege, not a right. By exercising the privilege of parking vehicles on school property, students consent to searches of their vehicles and personal effects therein, without notice and without suspicion of wrongdoing. Additional rules are maintained by each individual school. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches in school parking lots or other school proper ties and equipment for illegal drugs, weapons or other illegal or dangerous substances or materials. Searches may include assistance from specially trained dogs.

Video surveillance (Board Policy 7:220)
Video cameras are installed in District facilities and grounds and on school buses to secure the buildings and grounds, to surveil and record misconduct and to maintain a safe environment for staff, students and visitors. Staff, students and visitors may have no expectation of privacy while on school property, including without limitations, school buses, grounds, parking lots, hallways, cafeterias and gymnasiums. Recordings made pursuant to this policy are confidential records and may only be used by school officials and law enforcement personnel for investigations, school and employee disciplinary actions and hearings, proceeding under the Juvenile Court Act of 1987 and criminal prosecutions related to incidents on District property and school buses. Tampering with any District-owned recording device is prohibited and may subject a student to discipline. The use of personal digital devices, whether audio or video or both, by students, staff or visitors during an academic examination or standardized test or to assist a student in taking the test or for any other purpose is strictly prohibited.

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.

Expulsions
Students may be expelled from 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.) 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 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 makes 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
Under board policy, in appropriate cases, a student may be expelled but the expulsion may be held in “abeyance.” That means that the student will continue to attend school as long as he/she follows all student behavior rules. For this to happen, the following must occur:

- The School Administration and the Office of Student Affairs must agree that the Abeyance option is appropriate for the given student in the context of the given offense.
- Prior to the expulsion hearing, the parents and student agree to the provisions of the abeyance Student Behavior Plan Contract.
- The School Board acts to uphold the expulsion request and also agrees to the Student Behavior Plan Contract.

If the student violates any part of the contract at any time during the expulsion period, the abeyance may be revoked and the expulsion reinstated. For more information, call Student Affairs at 309-672-6540.
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 Plan (IEP).

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 for the student. 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.

Sexual misconduct (Board Policy 5:21)
Sexual misconduct (abuse) is defined as: sexual conduct or contact of any kind, or any attempt to engage in sexual conduct or contact of any kind, by any staff member with any Peoria Public School student of any age, for the sexual gratification of either. Sexual misconduct by staff members upon students is strictly prohibited. The Board of Education expects every staff member to maintain the highest standards in their relationships with students, to demonstrate integrity and honesty at all times, to be considerate and cooperative, and to maintain professional relationships and boundaries with students.

Any student who believes they may have been sexually abused by a staff member needs to report the misconduct immediately, either to the school counselor, the principal or assistant principal, or any trusted adult.

Discrimination policy (Board Policy 7:10)
Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, ethnicity, sex, gender orientation or gender identification, 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 should follow the following procedure:

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.

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 who is located at the Administration Building, 3202 N. Wisconsin Ave., 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 as 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.

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 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 District from meeting its obligations under a state or federal law, court order, or consent decree applicable to the District.

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 309-672-6739. 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 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.

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. That 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 indicating that an examination has been administered within the previous 12 months.

Notification of Release of Information: Peoria Public Schools, District No. 150 (LEA) may release information about your child to participating physicians, other health care providers, the Illinois Department of Healthcare and Family Services (e.g. Medicaid), and any LEA billing agent as necessary to access your or your child's public benefits or insurance (e.g. Medicaid) for billing and processing claims for reimbursement for covered health-related services and the evaluations for services outlined in the IEP.

The following information may be released to the above-named parties for the reasons stated above in accordance with 34 C.F.R. Part 300.:

- Your child's name
- Your child's date of birth
- Your child's referral and evaluation information and reports
- The dates and times service is provided to your child at school
- The IEP goals your child is working on with these services
- The progress your child is making, including progress notes and report cards
- Description or list of services provided to your child pursuant to your child's IEP and which are covered by Medicaid

As stated in IDEA regulations, 34 C.F.R. § 300.154(d)(2)(i)-(iii): You are not required to enroll in public benefits or insurance programs in order for your child to receive FAPE (Free Appropriate Public Education);

- You are not required to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services provided pursuant to this notice, but the LEA may pay the cost that you otherwise would be required to pay for such services;
- The LEA may not use your child's public benefits or insurance program if that use would:
  - decrease available lifetime coverage or any other insured benefit;
  - result in your family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for your child outside of the time the child is in school;
  - increase premiums or lead to the discontinuation of benefits or insurance; or
  - risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.

Procedural safeguard: After your one-time consent, you understand and agree that the LEA may access your or your child's public benefits or insurance to pay for services under 34 C.F.R. Part 300. You also have the right to withdraw your consent to the disclosure of your child's personally identifiable information to the agency responsible for the administration of the State's public benefits or insurance program (e.g. Medicaid) at any time.

A withdrawal of consent or refusal to provide consent to disclose personally identifiable information to the agency responsible for the administration of the State's public benefits or insurance program (e.g. Medicaid) does not relieve the LEA of its responsibility to ensure that all required services are provided at no cost to you. Your permission is voluntary and
Lead testing
Illinois Public Act 99-0922 requires schools and daycares to sample for lead contamination. The Act requires the oldest building, those built before January 1, 1987, to complete water testing by the end of 2017. Schools built between January 2, 1987 and January 1, 2000 must complete testing by the end of 2018. The Act requires parents and guardians of students be notified of lead results greater than or equal to five parts per billion (ppb).
Lead testing results for each Peoria Public School Building can be found on the school website.

Grading & Promotion – Board Policy 6:280

Grading and Promotion

The goals for grading students are:

1. To provide an accurate measure of a student’s mastery of the materials covered during the grading period.
2. To provide an accurate measure of a student’s mastery of the materials relative to State Learning Standards, District expectations, other students in the class, the District, and the State covering the same subject matter.
3. To provide information for the teacher and the District to improve instruction.

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois state assessments and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain a current evaluation record for each student in the Skyward Gradebook. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher.

Reasons for changing a student’s final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:360 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: July 18, 2005