

Pekin High School

“Panther P.R.I.D.E”



Student Handbook 2017-2018

1062 Birch Ave.
Packwood, IA 52580

Phone 319-695-3705
Christy Extension 208

FAX 319-695-5130

www.pekincsd.org

OPENING STATEMENT

Welcome to Pekin High School. Located in southeast Iowa, our students live in communities and farms stretching from west of Hedrick to east of Richland, coming together to create one community: Pekin. At Pekin we want to strive to create a progressive environment of high expectations where students and staff thrive in a tradition of excellence in academics, athletics, vocal and instrumental music, speech, drama, and other extra-curricular activities. Pekin is dedicated to providing our students with outstanding and dedicated educators, up-to-date technology, and an evolving and challenging curriculum. With strong core classes, vocational opportunities, and ties to area community colleges and private/public universities, “our pride is our commitment to your success.”

School District Mission Statement, Educational Goals and Expected Student Outcomes

Pekin Mission Statement:

“The mission of the Pekin Community School, serving as a unifying agent of our communities, is to provide lifelong learning through the commitment to quality educational programs that prepare the students to be effective, successful, and responsible citizens.”

Pekin Community Schools

Essential Learning Goals:

Quality Person

- Interpersonal Skills
- Self-discipline
- Character
- Wellness

Quality Producer

- Timely
- Accurate
- Presentable
- Organized
- Responsible

Self-directed Learner

- Uses Resources
- Has Goals
- Is Self-Aware
- Is Intrinsically Motivated

Collaborative Worker

- Leadership
- Communication
- Responsibility
- Accountability (in working with others)

Names of Faculty and Staff and Their Assignments (courses or duties)

Name	Email	Position
Tim Hadley	tim.hadley@pekincsd.org	6-12 Principal
Lori Eads	lori.eads@pekincsd.org	Activities Director
Luann Eakins	luann.eakins@pekincsd.org	K- 12 Counselor
Christy Gambell	christy.gambell@pekincsd.org	High School Secretary
Bryan Babcock	bryan.babcock@pekincsd.org	Technology
Crystal Lamansky	crystal.lamansky@pekincsd.org	Nurse

Staff Member	Email Address	Department
Almelien, Erin	erin.almelien@pekincsd.org	High School Art/ Yearbook
Black, Dawn	dawn.black@pekincsd.org	Special Education/ Student Council
Blakely, Bud	bud.blakely@pekincsd.org	Talented and Gifted
Brown, Evanica	evanica.brown@pekincsd.org	High School Language Arts
Coffin, Chris	christine.coffin@pekincsd.org	High School Spanish/ ELL/ Community Service
Crabtree, Lisa	lisa.crabtree@pekincsd.org	Physical Education
Dickinson, Ed	ed.dickinson@pekincsd.org	Business/ Industrial Technolog Senior Class Sponsor
Deutsch, Aaron	aaron.deutsch@pekincsd.org	High School Science
Eidahl, Davis	davis.eidahl@pekincsd.org	High School Science/ Social Studies
Ehlts, Annie	annie.ehlts@pekincsd.org	High School Special Education
Goudy, Kelly	kelly.goudy@pekincsd.org	Family and Consumer Science; FCCLA Sponsor; Junior Class Sponsor
Hadley, Bethany	bethany.hadley@pekincsd.org	High School Math
Hagedon, Brenda	brenda.hagedon@pekincsd.org	5-12 Instrumental Music
Lamb, Juston	juston.lamb@pekincsd.org	High School Agriculture/ FFA Sponsor
Lane, Sara	sara.lane@pekincsd.org	High School Social Science
Miller, Peggy	peggy.miller@pekincsd.org	Teacher Librarian
White, Derrick	derrick.white@pekincsd.org	Vocal Music
Wittrock, Antoinette	antoinette.wittrock@pekincsd.org	High School Language Arts
Yarkosky, Kyrie	kyrie.yarkosky@pekincsd.org	High School Math

Name	Email	Position
Adams, Tanya	tanya.adams@pekincsd.org	Spec. Ed. Associate
Conger, Sara	sara.conger@pekincsd.org	Spec. Ed Associate
Eidahl, Sandy	sandy.eidahl@pekincsd.org	Associate
McKay, Connie	connie.mckay@pekincsd.org	Spec. Ed Associate
Sines, Betty	betty.sines@pekincsd.org	Associate

Equal Educational Opportunity

Refer to board policy 102

It is the policy of the Pekin Community School district not to illegally discriminate on the basis of race, sex, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs, activities, and employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the Iowa Code, Chapter 601A (1993). Inquiries regarding compliance with Title VI, Title IX, Section 504, or Chapter 601A may be directed to the Educational Equity Coordinator, Kim Ledger, Pekin Community School District, 1062 Birch Ave., Packwood, IA 52580-8542, (319) 695-3707, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs). The curriculum should foster respect and appreciation for the cultural diversity found in our country and awareness of the rights, duties, and responsibilities of each individual member of a pluralistic society.

Inquiries regarding compliance with Title VI, Title IX, Section 504, or Chapter 601A may be directed to the Educational Equity Coordinator, Kim Ledger, Pekin Community School District, 1062 Birch Ave., Packwood, IA 52580-8542, (319) 695-3707, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Additional information regarding Multicultural and Non Sexist Equity Education Opportunity, Nondiscrimination on the Basis of Sex or Handicap, Equal Employment Opportunity and Affirmative Action, Americans with Disabilities Act, and other educational equity considerations is provided in Board Policies.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language. Students are expected to conduct themselves in a respectful manner at all times. Public display of affection is considered improper (sexual harassment) in the public school setting. Students engaging in public displays of affection will be counseled. Repeated instances of such behavior will result in parent conferences and/or suspension from school. In the high school and middle school, any show of affection beyond holding hands is regarded as improper.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom,

detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

Refer to board policy 503.3, 503.3R1

Instructional Fees: \$70.00

Reduced Fee: \$35.00 (Must submit all required forms)

Instrument Rental: \$25.00 (If more than one student in the family is renting an instrument it is \$20 per student)

Student Activity Pass: \$30.00 (optional)

Student Lunch: \$2.10

Student Breakfast: \$1.45

Extra Milk/Juice: \$.30

Reduced Lunch: \$.40 (Must submit all required forms)

Reduced Breakfast: \$.30 (Must submit all required forms)

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Central Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Students may be charged fees for damage to textbooks and other instructional materials, for rental of school instruments or instructional supplies. Students may be charged fines for overdue library materials, loss of school equipment, or misuse and/or destruction of school property.

Book Fines: Lost books one year old will be assessed at full cost. Twenty percent of the book cost will be deducted each year, down to twenty percent the fifth year. Specific fines include the following:

Broken bindings--\$6.00, torn covers--\$3.00-\$5.00, writing and torn pages--\$.25 per page.

All school issued sports equipment is the responsibility of each student while in season. Failure to hand in school equipment in a timely manner at the end of each season may result in a fine equivalent to the replacement cost of the equipment.

High School Daily Academic Schedule

Period 1	8:15-9:00
Period 2	9:03-9:48
Period 3	9:51-10:36
Period 4	10:39-11:24
Period 5	11:27-12:12
Homeroom	12:15-12:35
Lunch	12:35-1:00
Period 6	1:03-1:50
Period 7	1:53-2:40
Period 8	2:43-3:30

Activity Bus Schedule

Activity buses will operate during middle school sports seasons to transport students to Hedrick, Richland, and Packwood. The Board of Education has gone to considerable expense to make these arrangements possible. It is hoped this will encourage an even greater participation in extracurricular activities. The yearly activity bus schedule will operate on the following time schedule:

Fall.....5:45 p.m.

Winter.....5:45 p.m.

Spring.....5:20 p.m.

In the event that very few students need the activity bus on a given night, some or all activity buses may be canceled.

STUDENT CONDUCT AND BEHAVIORS

PBIS: Positive Behavior Interventions and Supports

In the spring of 2013, the district began the implementation of PBIS, a pro-active model that creates a system where students learn to make positive choices. By utilizing the Pekin P.R.I.D.E model, K-12 students will have a common vision, use a common language, and encounter common experiences in regard to Purpose, Respect, Individual responsibility, Discipline, and Excellence.

<u>Behavior</u>	<u>Minor Issue that can be handled by the teacher</u> <u>Teacher Managed</u>	<u>Major Issue that must be dealt with by administration</u> <u>Office Managed</u>
<u>Defiance Disrespect and Non-compliance</u>	<u>Not working/Unfinished work</u> <u>Not participating in group work</u> <u>Making faces/rolling eyes</u> <u>Huffing, sighing etc</u> <u>Arguing-Inappropriate response to teacher request</u> <u>Lying</u> <u>Academic dishonesty as determined by the instructor</u>	<u>Blatant insubordination</u> <u>“F-you” flipping off, etc</u> <u>Repetitive minor incidences that normal classroom consequences are not addressing</u> <u>Academic dishonesty as determined by the instructor</u>
<u>Disruption</u>	<u>Making noises</u> <u>Talking</u> <u>Out of seat</u> <u>Not listening</u>	<u>Screaming/yelling</u> <u>Teacher cannot teach</u> <u>Students cannot learn</u> <u>Out of control behavior</u>
<u>Electronic Devices</u>	<u>Texting/Calling IN CLASS</u> <u>Earphones in</u>	<u>Refuses to give up cell phone</u> <u>Accessing “off limit” areas on computer</u>
<u>Attendance</u>	<u>Tardy</u> <u>Leaves class a few minutes early</u>	<u>Truancy</u> <u>Leaving classroom w/o permission</u>

<u>Inappropriate Language</u>	<u>Negative talk</u> <u>Name calling</u> <u>Swearing</u>	<u>Blatant swearing</u> <u>Offensive/harassing language</u>
<u>Dress Code</u>	<u>Spaghetti straps</u> <u>Exposed midriff</u> <u>Short skirt or shorts</u> <u>Low cut top</u>	<u>Gang related apparel</u> <u>Overtly suggestive or violent clothing</u>
<u>Physical Contact</u>	<u>Poking</u> <u>Tripping</u> <u>Bumping into another</u> <u>PDA</u>	<u>Fighting</u> <u>Aggressive Pushing</u> <u>Punching</u> <u>Blatant PDA (making others uncomfortable)</u>
<u>Property Misuse</u>	<u>Minor vandalism (writing on desk)</u>	<u>Vandalism (breakage)</u> <u>Defacing property</u> <u>Theft</u>
<u>Fighting</u>	<u>Verbal aggression.</u>	<u>Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.</u> <u>Student causing injury to another, attempting or threatening to cause injury to another, either by verbal or physical acts or with use of a device that can cause bodily harm</u>
<u>Violations Against Public Health and Safety</u>		<u>Possession or use of tobacco, e-cigarettes, illegal substances, and alcohol in any form or a representation of such and/or paraphernalia.</u> *Good conduct violation
<u>Sale or Distribution of Substances</u>		<u>Sale or distribution of substances, alcoholic beverage or substance represented to be such, including drug paraphernalia and prescription drugs.</u> (1 st Offense: Suspension with recommendation of expulsion.) *Good conduct violation
<u>Sexting</u>		<u>Sending/receiving inappropriate images and/or text.</u> <u>Distributing inappropriate images images and/or text.</u> *Good conduct violation

DISTRACTIVE ITEMS (CELL PHONES):

ANY DISTRACTIVE or electronic items, such as but not limited to; cellular phones, tablets, e-readers, hand-held games, music devices, silly puddy, small toys, etc. are allowed to be possessed by students. Students assume all risk for loss or damage. These items MUST not interfere with learning or the learning environment. If the item is deemed distracting by a teacher or staff member they should give the student one reteaching opportunity to put it away and comply. If the student does not comply, the item may be taken into the teacher's possession or turned into the office. The student may additionally be held accountable according to PBIS Minor/Major infractions and their consequences.

***Cellphone Camera Use: Students are strictly prohibited from using cameras/cellphone cameras in private areas, such as restrooms and locker rooms. Additionally students are prohibited from taking pictures/videos of teachers, staff members, and students without their expressed permission.**

PBIS Discipline Policy

Minor Disciplinary Regulations

Whenever a teacher disciplines a student, he/she will need to fill out a Power School discipline notice explaining the minor or major misbehavior by the student. A discipline notice is the first step in improving a student's behavior. Early intervention is the way to avoid the removal, suspension, and/or expulsion process. Discipline notices will also be issued for behavior that did not cause the removal of the student from the classroom but provide necessary documentation for PBIS. Outlined below is the design of the Pekin Community School District discipline documentation process.

- First Offense Minor
 - Teacher corrects the student behavior (documents minor).
 - Teacher may contact parent via email, text, or telephone.
 - Teacher determines consequence.
- Second Offense Minor
 - Teacher corrects the student behavior (documents minor)
 - Teacher contacts student's parents (documented on referral).
 - Contact may be by telephone or in person and should occur within 48 hours.
 - Teacher determines consequence.
- Third Offense Minor
 - Becomes a major offence. See below.

Major Disciplinary Regulations

Provided below is a listing of behaviors which have a negative impact on the functional environment of the school. This listing is not an all-inclusive list but represents the types of behaviors, which are detrimental to the operation of the school. Students who choose to engage in these behaviors will face disciplinary consequences in keeping with the nature and frequency of their misbehavior. Normally disciplinary sanctions will be applied in a progressive fashion. However, gross acts of misbehavior will be met with more severe disciplinary consequences. *(NOTE: Any teacher or staff member may, when he or she feels it is warranted, refer a student to the principal for disciplinary action.)*

- Withdrawal from class
- Parent Meeting
- Loss of privilege
 - No passes during class time/Hallway restrictions
 - Removal from team or activity
 - Prohibited from attending school activities
 - Referral to police department
- Detention
- Saturday School
- Violation of Good Conduct
- Community Service/Restitution (beyond school requirements)
- In-School Suspension
- Out of School Suspension
- Recommendation for Expulsion

MAJOR DISCIPLINARY PROCEDURES:

DETENTIONS:

1. Students will have 2 days to serve the detention.
 - a. It is the responsibility of the student to notify employers and coaches to rearrange work and practice schedules.
2. Be on time.
3. Absolutely no use of cellphones or other personal electronic devices.
4. Bring material to work on or read a book.
5. Computers will be allowed if student work is being completed.
6. Food and drink are NOT allowed!
7. NO leaving the room once detention has begun.
8. Detentions will last 30 minutes.

9. Detentions will be served before or after school (7:15-7:45 am or 3:30-4:00 pm).
10. Transportation to and from detention is the responsibility of the student.
11. Focus your attention on your work and work silently.
12. ** If students do not serve detention or they do not meet the expectations than student will move to a major where disciplinary action, including the possibility of suspension or Saturday school, will be decided by an Administrator.

SATURDAY SCHOOL

Saturday Schools are conducted on select weekends throughout the school year from 8 am – 12 noon. Students attending Saturday School are required to be punctual and to bring schoolwork and/or reading material. Students who are late or arrive with no work to complete will be denied admission and marked as absent from Saturday School. Students may be assigned a Saturday School for a variety of reasons: Unexcused absences, period truancies, failure to serve detentions, truancy, as an alternative to suspension, or for disciplinary infractions as determined by the administration. Students who fail to serve Saturday School will receive additional discipline, which may ultimately include suspension from school.

SUSPENSIONS:

An **In-school suspension** means the student will attend school, but will be temporarily isolated from one or more classes. There will be no contact with other students during this suspension. Communication of the in-school suspension and reasons therefore will be given to the student and the student’s parents or guardians.

Students will be allowed one period of the in-school suspension day to use their school issued computer. No personal electronic devices will be permitted during in-school suspension.

An **Out-of-school suspension** means the student is removed from the school environment, which includes schools classes and activities. Communication of the out-of-school suspension and reasons therefore will be given to the student and the student’s parents or guardians. Administration may continue the suspension as the situation warrants, but total suspended days shall not exceed 10 days for incident given cause to the original suspension without board approval.

Students are not allowed to be on campus for the duration of an out-of-school suspension and are not allowed to attend or participate in school activities.

EXPULSION:

Whenever the superintendent or any principal or assistant principal deem the presence of a student to be detrimental to the best interest of the school, they may temporarily dismiss that student and recommend to the Board of Education that such student be expelled.

The Administration shall prepare a written statement in duplicate, duly describing the alleged conduct, and the reason the Administration is recommending that the student be expelled from the school. The Administration will also advise the student, parents or anyone chosen to represent the student of the time and date of the hearing. The student’s representative may be present at the hearing and present such facts and statements which seem to be pertinent and which it deems necessary and proper, pursuant to the rules and regulations and the discipline policy of the Pekin Community School District and the laws of the State of Iowa.

One copy of the notice shall be filed with the President of the Board of Education, and another filed with the student. The notice shall be mailed to the student within the temporary dismissal period or no later than one school day from the time of the decision to recommend expulsion. The hearing shall be held on a date not later than five school days subsequent to the date of temporary suspension.

Promptly following the receipt of a copy of the notice, the president of the school board shall continue a hearing consisting of at least four directors of the school district.

At the hearing the student may be accompanied by his/ her parents, by legal counsel, or by any other advisor of his/her choice. The school district and administration may also be advised by its legal advisor. The board, in its discretion, may postpone the hearing upon the request when it deems such postponement necessary or appropriate, but a request for postponement for the convenience of legal counsel shall be ordinarily refused.

At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any explanation or comment that he/she believes relevant or appropriate.

Each party to the hearing, directly or through his/her legal advisor may introduce evidence, witnesses to testify or statements, in writing and he/she may testify in his/her own behalf. To the extent that either party may rely on written statements as evidence, he/she shall clearly indicate how and from what source the evidence has been obtained. Each party shall have an opportunity to question any witnesses, either indirectly or through his/her legal counsel, or other advisor. If the board should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceeding shall be administrative and shall not be conducted as adversary proceeding.

If the student shall fail to appear at the hearing, or if, having appeared, he/she shall make no response to the complaint; the board shall nevertheless invite the school administration to submit evidence in support of the complaint.

If a party to the hearing should be deliberately conducting himself/herself in a manner disruptive to the hearing, the board shall be authorized to exclude him/her and proceed with the hearing as if he/she had not personally appeared.

Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's response, the transcript or record, and all the other papers in the proceeding and in the internal processes of the school district related thereto; and that no such transcript record or papers shall be voluntarily disclosed to any person, except with the student's consent.

The board shall consider all relevant evidence introduced at the hearing and make its findings facts. Within three school days after the hearing, the school board shall consider the relevant evidence and determine such disciplinary action as it deems to be appropriate, based upon the relevant evidence and the findings of facts of the hearing together with the student's prior record, as submitted by the school administration, and consistent with the rules and regulations and the discipline policy of the school district and the laws of the state of Iowa. The entire record as submitted shall be open to the student for inspection. The school board shall properly notify the student, as well as the superintendent, or the person designated by him, concerning the board's finds of facts and determination.

TRUANCY

TRUANCY/ SKIPPING CLASSES

1st Truancy - Call home, letter sent home, & 30 minute detention

2nd Truancy- Call home, letter sent home, & 30 minute detention

3rd Truancy - Parent Meeting and Saturday School.

4th Truancy - Parent Meeting and In-school suspension.

5th/6th Truancy - Parent Meeting, , & the possibility of being dropped from the class with no credit.

Subsequent Truancies - In/Out of school suspensions & Saturday School must be served in a timely manner to retain the opportunity to receive credit in the course.

A student is considered truant if parents have not called the school to communicate their child not being in school. Any truancy/skipping may result in a detention or suspension. The county attorney's office will be used, when deemed necessary, to assist with matters involving students covered by the state's compulsory attendance laws. Students missing 8 days a quarter or a total of 32 days a year are subject to having charges filed. Any illness or injury that will be projected to extend over 15 consecutive days should be brought to the attention of the school.

Six or more truancies may result in removal from class.

Excessive unexcused absences will be considered on a case-by-case basis. Intervention strategies to be implemented may include, but are not limited to: school nurse, counselor, administrator intervention; instructor intervention as a team approach, and truancy referral.

Excused absences include, but are not limited to:

Personal illness, medical appointment, legal obligations, family emergency, recognized religious observances and school activities.

Unexcused absences may result in removal from class

Examples include, but are not limited to:

Oversleeping, senior pictures, DOT, employment, shopping, hair appointments, “personal business” without explanation, leaving school to eat lunch, leaving school during the day without obtaining permission from the office, tardiness (exceeding 10 minutes), concerts, preparation or participation in parties or other celebrations.

TRUANCY LAWS: Children between the ages of 6 and 16 are compelled to receive an education. Heads of household are responsible for their children.

Penalties are as follows:

First offense: Up to ten days in jail and/or \$100 fine or 40 hours unpaid community service (simple misdemeanor)

Second offense: Up to 20 days in jail and/or \$500 fine or unspecified number of house community service in lieu of fine or jail sentence (serious misdemeanor)

Third offense: Up to 30 days in jail and/or fine of up to \$1,000, or an unspecified number of community service hours.

TARDY POLICY

Tardy Definition: A student is tardy if the bell rings and he/she is not in the classroom. A student who is more than 10 minutes late to class is considered absent/truant.

A student who accumulates 3 tardies in a specific class will be given a 30-minute detention. They will receive another 30-minute detention for each subsequent tardy. 5 or more tardies to a specific class is considered a major violation, resulting in In-school suspension or Saturday School.

Student Release

Refer to board policy 501.11

Students who need to leave school during the school day must have verbal and/or written communication with the office. Parental communication does not excuse the absence; this will be at the discretion of the office based on the reason for the absence. There will be a sign-out sheet in the office. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student’s parents. Students who return to class or arrive after the school day has begun must present a signed note from their parents with a rationalization for the tardy to the office for re-admission.

Approved reasons for a student to leave school during the school day include illness, family emergencies, medical appointments, religious instruction, approved classes off school grounds, and other reasons approved by the administration. Departures from school for any other reasons will be treated as unexcused absences. Work is not an acceptable reason to leave school. Under child labor laws, employers are not to establish work schedules for any student (minor), which would require a student to miss any part of the school day to be at work. The only exception to this regulation would be for a student involved in a cooperative school-employer work-study program. At Pekin, such a program is only available to twelfth grade students **in good academic standing** or to special education students whose Individualized Education Plans incorporate work-study experiences to meet specific, individual goals for these special education students.

Extra-curricular Activities and Attendance

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. Students have 2 days to make up schoolwork upon return from the absence. Students may not be allowed to make up schoolwork nor to submit late schoolwork due to an unexcused absence.

College Visits

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to 2 day(s) to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents.

Closed Campus

Pekin Community Schools operate under a closed campus policy, including lunch period. This means that all students are to stay on school grounds in their assigned area during the lunch period. All high school students, during their lunch period, are to report to the cafeteria. Other than using the restrooms, these are the only areas in which high school students are to be during the lunch period. All food shall be consumed in the cafeteria during lunch. This includes lunch brought from home. Students will not eat lunch in the hallways or by their lockers. *During the school day, students are not allowed to leave the building to go to automobiles without permission of the high school office.*

Inclement Weather

School postponements and cancellations due to inclement weather or other emergency will be broadcast on KBIZ 1240 AM (Ottumwa), WHO 1040 AM (Des Moines), KIIK 95.9 FM (Fairfield), KMCD 1570 AM (Fairfield), and KBOE 740 AM & 104.9 FM (Oskaloosa). Also notified are KCRG-TV, Channel 9 (Cedar Rapids) and KTVO, Channel 3 Kirksville/Ottumwa) The district will place a call to the phone number listed in Powerschool to notify families for postponements, cancellations, or other school related announcements. The Pekin CSD Website will also have information concerning postponements and cancellations at www.pekincsd.org.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT HEALTH, WELL-BEING AND SAFETY

School Day

Teachers are expected to be in the building at 7:45 and can leave at 3:45. Students needing assistance can arrange to meet with teachers before and after school. Students not involved in activities or not under the supervision of a teacher are not to be in the building after 3:45 P.M. Students who are unsupervised and found in the building after school will be asked to leave. If they do not have transportation available, a parent/guardian will be called to come and get them.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Emergency Drills

Periodically the school holds emergency drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Administration of Medication

Refer to board policy 507.2

Students may be required to take medications during the school day. Medication shall be administered only by the school nurse and in the nurse's absence, by a person designated by the principal of the attendance center of which the child attends. Medication will not be administered without written instructions from the doctor, written authorization from the parent and medication being in a bottle which is labeled with the name of the child, name of the medication, the time of day which it is to be given, the duration for which the medication is to be given, and the name of the physician. A written record of the administrative procedures must be kept for each child receiving medication. Medication on school premises, including prescription and nonprescription medication, shall be left with the office. Only the school nurse (or in the nurse's absence the person designated by the principal) shall have access to the medication. Medication carried by students is allowed only by the approval of the administration of each building. **Non-prescription medicine (Tylenol, Advil, aspirin, Tums) will not be provided by the school. If students utilize these on a regular basis, it is highly recommended to bring your own supply to the office at the beginning of the school year.**

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

Student Insurance

Refer to board policy 507.6

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Pekin Community School District is affiliated with a student insurance plan. Any student may have access to this insurance plan. During school registration, parents will be provided with a pamphlet describing coverage. This pamphlet explains the different types of insurance each individual may secure. The student insurance plan offered at registration may be available only for a limited time frame following registration. One plan option covers the individual as a student only. Another plan option covers the student who participates in interscholastic athletics. It is recommended that each student be covered by insurance; however, insurance is not compulsory, except for athletes. Insurance of student athletes may be through the school insurance plan or through the insurance plan of the athletes' families. If an athlete's parent/guardian chooses not to take insurance through the school, an insurance waiver must be signed and filed with the school. Students and parents should be aware that the school does not "sell" insurance, nor does it realize any profit by providing this service. The school merely cooperates with the insurer to make low rate group policies available. The insurance program is entirely a matter between the policyholder and the company. Students should cooperate by reporting all injuries immediately to their supervising teacher or coach. Claim blanks are available in the administrative office and should be picked up before reporting to a physician for examination and/or treatment.

Communicable and Infectious Diseases

Refer to board policy 507.3

Students with a communicable disease will be allowed to attend school if they are physically able to do so and if their presence does not create a substantial risk of others contracting the disease. Once the administration, in

conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagiousness. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick students home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified. Health data of a student is confidential, and it shall not be disseminated.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees

Refer to board policy 402.3

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated **Luann Eakins** at 319-695-3705 ext. 209 as the Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (**AHERA**) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the head custodian's office.

Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate and search for Timeout, Seclusion and Restraint

STUDENT ACTIVITIES

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to *designated locations* during assemblies.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

School-Sponsored Student Organizations

Refer to board policy 504.2

School-sponsored student organizations are those that are recognized by the school district and board.

Student-initiated, non-curriculum-related groups, upon receiving written permission from the principal, may use school facilities for group meetings during non-instructional time. Non-instructional time shall mean any time before or after regularly scheduled class periods. Meetings shall not interfere with the orderly conduct of the educational program or other school district operations. When choosing a meeting time for an approved non-curriculum-related group, the principal shall determine whether the preferred meeting time will interfere with the orderly conduct of the educational program or other school district operations and shall schedule accordingly. Curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day. Curriculum related activities shall have priority over the activities of any other organization. The principal shall have the responsibility to determine whether a group is curriculum or non-curriculum related.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Student Council

Refer to board policy 504.1

The purposes of this organization are to promote better relations between the student body and the administration, to serve as a means of presenting problems of the student body to the administration, and to promote better citizenship and better school spirit. Student council provides a method through which the student body may communicate with the administration. The members of the student council shall have direct access to the school administration. Student council members are elected through the district-approved process. The student council is governed by constitution as well as by district rules and regulations.

Class Meetings

At least one sponsor must be present at all class meetings. If no sponsor is present, the meeting will not be considered an official meeting and the name of the school cannot be attached to the meetings.

Extra Curricular Activities

Changing Sports

Once a particular activity season has begun and a student has started a sport, he or she cannot change to another without the consent and approval of the coaches involved and the administration.

Cheerleaders

The purpose of the squad is to organize all students of Pekin High School in support of the school's athletic teams. Besides leading the student body in cheering at all games, it is the duty of the cheerleaders to plan pep meetings and to assist with Homecoming activities. Members of the cheerleading squads will be governed by the eligibility and travel requirements as pertains to members of athletic squads.

Automatic Loss of Eligibility

Refer to Board Policy 503.4

The Pekin Community School Board of Education strongly supports the following discipline policy which states that: "Students are ineligible for any extracurricular activity if their habits and conduct, both in and out of school, are such as to make them unworthy to represent the ideals and standards of their school."

Riding To and From School Activities

Students must ride in the transportation provided by the Pekin Schools to any school sponsored activity unless specifically excused by the principal for some good or unusual reason.

A student may ride home from the activity with HIS OR HER PARENTS, unless the principal of the particular school the student attends, rules otherwise because of some unusual circumstance. The parents must give the coach or principal a note stating they are taking their child home from the activity.

A student may ride home with ADULTS other than his or her parents if he has previous (at least a day before the trip) written permission from his or her parents relieving the school of all liability, and if the principal approves the request. We do not condone a girl riding home in the same vehicle with her boyfriend or vice versa and will not approve such a request even if it is a parental request. Requests to ride home with someone other than a student's own parents will be scrutinized very carefully and denied unless there is a very good, logical reason for it, and unless it is with a mature adult.

Dances

School-sponsored social events are open to the students enrolled in the school district. School-sponsored social events must have prior approval from the principal and be placed on the school calendar before they are announced publicly.

General Information:

1. High school events are to be concluded by midnight.
2. No high school student is allowed to attend a middle school event.
3. No middle school student is allowed to attend a high school event.
4. All out of school dates must be registered in the office in advance using the out of school form. An out of school date not signed up prior to the event will not be admitted.
5. No student or guest shall possess, consume, or be under the influence of alcohol or drugs.
6. No student or guest shall possess or use tobacco in any form.
7. No verbal or physical abuse of any person(s) will be tolerated.
8. Disruption of the event will not be tolerated.
9. Any student or guest who leaves the event will not be readmitted.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the office.

Student Participation in Nonschool Athletics

Refer to board policy 504.4

Students wishing to participate in contests or other public or private events on behalf of the school must obtain prior written permission from the administration.

Good Conduct Eligibility Policy: Requirements for Student Activity Programs

Refer to Board Policy 503.9

The following Good Conduct Eligibility Policy establishes the standards by which Pekin Community School District students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in the Pekin Student Activity Program (the “Student Activity Program”). Student Activity Program participants shall commit themselves to meet the standards of this code and the Student Code of Conduct at all times and in all places (365 days a year). [1] The Pekin Community School Board of Directors strongly supports the following discipline policy which states that: “Students are ineligible for any extracurricular activity if their habits and conduct both in and out of school, are such as to make them unworthy to represent the ideals and standards of their school.”

STATEMENT OF PHILOSOPHY –

It is a privilege and an honor to participate in the full range of student activities at Pekin Community School District. These activities and participation in them adds a great deal to each student’s education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well being, and promoting the image and identity of the school community. Students who choose to participate in the Student Activity Program will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of responsibility to represent the school and community in an appropriate manner. The Activities Director and/or Principal may declare a student ineligible to participate in an activity when the conduct of the student has been determined to be contrary to, or in violation of the established rules and regulations of this policy.

- 1) **STUDENT NOTICE** – This policy will be printed each year in the Pekin Community High School student handbook. It is the responsibility of the students to read this policy and direct any questions to the Activities Director or Principal.
- 2) **ELIGIBILITY FOR ATHLETICS AND OTHER ACTIVITIES** - In addition to the Good Conduct Policy, there are standards of academic performance for extracurricular participation developed by the Iowa Girls High School Athletic Union, the Iowa High School Athletic Association, the Iowa High School Music Association, and the Iowa High School Speech Association in cooperation with the Iowa Department of Education. To participate as a member of these organizations and the events, which they sponsor, Pekin Community School District is required to adhere to minimum standard of academic performance. These organizations may also have rules regarding doctors’ fitness tests and school attendance. Copies of any such rules are available from the Principal’s office. During a period of academic ineligibility, the student may practice with the rest of the team, squad, or group, provided the coach/sponsor allows it. Also, during this period, the student may appear in a local school event if such an appearance contributes to his/her grade in a related class. Students will not be considered eligible to represent the Pekin High School in interscholastic competition or other activities if they have not been in attendance for the half-day prior to the contest. **Students must also be in attendance for half a day to attend a practice.** The only exception to this rule will be in cases where the Principal has been contacted in advance. This decision will be at the discretion of the principal. (If a student is too ill to attend school, he/she will be considered too ill to participate).
- 3) **APPLICABLE ACTIVITY PROGRAMS** – The Student Activity Program includes all school sponsored extracurricular activities, including but not limited to:
 - a) All athletics
 - b) All extracurricular non-graded activities such as music, speech, drama, cheerleading, and pom pom activities
 - c) School royalty
 - d) Student council and elective officers
 - e) School honors
 - f) Co-curricular activities such as Foreign Language Club, Art Club, Science Club, etc.
 - g) School sponsored trips (whether including competition, performances or not) such as band trips, trips to a foreign country, etc.
 - h) Prom
- 4) **DEFINITIONS:**

Competition/Performance means a specific event that is a component of an extracurricular program whether it is a contest, a social activity (such as a dance sponsored by a club or elected group), a performance, etc. This shall not mean membership in a specific extracurricular activity.

Extracurricular Activities shall be an all-inclusive term, including athletic, cheerleading, etc., as well as all activities and events considered to be part of the Student Activity Program, including those relating to the school curriculum (co-curricular activities), student government activities, elected school representation (Royalty) and honors. A graded activity is not considered to be extracurricular.

Offense occurs when a student is determined by a school official to have violated the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 9-12), regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code.

Participation as royalty means if selected as royalty to preside over school-sponsored activities or as a leader to preside over an activity (president, captain, etc.). A student shall be allowed to run for election or serve only if they are not currently serving a suspension, which equals or exceeds six (6) weeks from school sponsored extracurricular activities at the time of the election.

School Days shall mean generally adopted "business days." (I.e., Monday through Friday, excepting state and/or national holidays).

Service as an officer means participating in an extracurricular program as an elected official of that program.

Possession with regard to alcohol, drugs, simulated controlled substances, and tobacco, possession shall mean under the actual control of or on the student's person, contained in property under the student's personal control, or accessible to the student and the student has knowledge, or the facts indicate the student reasonably had knowledge, of the prohibited substance's presence.

Student Code of Conduct is a body of school rules and regulations independent of this Good Conduct Code. Any student behavior that violates both the Student Code of Conduct and this Good Conduct Code will incur penalties under both sets of rules and regulations.

- 5) **APPLICATION OF THE GOOD CONDUCT CODE** – Appropriate student behavior is required by and impacts on all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the time the student loses privileges under this policy the loss of privileges shall apply to all of the multiple activities.

If at the time of the violation the student is not currently participating in any activity, then the loss of privileges shall apply to the first extracurricular activity or activities in which the individual participates with the next activity. A student must begin involvement in an extracurricular activity from the date on which that activity begins (at least before the first competition/performance) and will not be allowed to join an extracurricular activity in progress unless coach/sponsor provides written permission and the student has no outstanding Good Conduct Code violations (i.e., has completed all Good Conduct Code periods of ineligibility). If a student begins an activity with an outstanding Good Conduct Code violation, the student may not quit such activity until the end of the activity's season or the school year if the student wishes to get credit for satisfying the previous good conduct penalty provision. A disciplinary action may carry over from one activity to another activity and may carry over from one school year to the next.

6) **CONDUCT REQUIREMENTS:**

Student participation shall:

- Abide by Pekin's Good Conduct Code at all times and in all places all year (365 days).
- Abide by additional, specific rules and regulations, which the coach/sponsor of the activity has established (such as training hours, attendance at practice, etc.). The High School Principal or Athletic Director will approve such rules before distribution to students and students will be required to sign a copy of a document(s) acknowledging their agreement to abide by them.

General Standards – Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times, reflects respect for and sensitivity to other persons, regardless of nationality, gender, religion, race or disability, and a respect for their rights, property and dignity.

7) **VIOLATIONS:**

- i) Distribute and/or be in possession of inappropriate photos of minors. (Sexting)
- ii) Possess, use or be under the influence of alcoholic beverages, or be present at any activity where illegal drugs, controlled substances, imitation controlled substances, drug paraphernalia or alcoholic beverages are present and the student does not immediately leave.
- iii) Sell, manufacture or distribute illegal drugs, controlled substances, or imitation controlled substances;
- iv) Possess, use or threaten to use any instrument that is generally considered to be a weapon or an imitation weapon or an explosive, or use any item as a weapon.
- v) Operate a motor vehicle while under the influence of alcohol, illegal drugs or controlled substances;
- vi) Possess, use and/or distribute tobacco or imitation substances; or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or possess drug paraphernalia.
- vii) Assault or physically abuse another person or violate the District's anti-bullying and harassment policy during school hours, including during school activities or coming to or going from school or any school activity.

viii) Participate in any conduct that is illegal under Federal or Iowa law, except for simple misdemeanor traffic or parking violations, whether or not a conviction occurs.

8) PENALTIES FOR VIOLATIONS:

Note: All suspension shall begin with the first such activity in which the student is scheduled to participate.

The penalties listed below are for specific violations of the Good Conduct Code. Violations not specifically listed will result in similar consequences. Where applicable, the following will be applied in addition to the specific penalties outlined in the Student Code of Conduct. The coach/sponsor may also impose additional penalties pursuant to their supplementary activity-specific rules. The penalty shall be imposed within three (3) school days of the Principal's determination of a violation.

Penalties: The penalty for violation of ineligibility for a specific length of time for the activity (ies) the penalty is to be applied to. The student may participate in practice during the period of ineligibility; however the student shall not be permitted to dress for or participate in contests or events.

- **First Offense:** Six (6) weeks competition/performance suspension from all extracurricular activities.
- **Second Offense:** **One (1) year** competition/performance suspension from all extracurricular activities.
- **Third Offense:** Permanent suspension from all extracurricular activities.

9) **DETERMINATION OF VIOLATION** – When it comes to the attention of school officials that a student is suspected of violating the Pekin Good Conduct Policy or the rules of a specific extracurricular activity, the Principal will determine whether a violation has occurred.

Prior to making a determination there has been a violation the Principal shall:

- 1) Be informed of the allegations and
- 2) Perform an investigation; and the student shall
 - a. Be notified, orally or in writing, of the allegations against the student, and
 - b. Be given an opportunity to respond to the allegations.

Pekin Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation. Once the determination is made that a student has violated the Pekin Good Conduct Code, the Principal and/or Activities Director shall make a determination of the appropriate penalty.

The student and his/her parent(s) shall be informed in writing of the decision (the nature of the violation and the penalty) by mailing the decision to the student's residence (or other address if parents have a different address on file for mailing purposes with the school) within five (5) working days of the determination.

10) APPEAL

A student may contest the Principal's and/or Activities Director's determination of a violation and/or the consequences imposed for a Good Conduct violation. The decision of the Principal and/or Activities Director regarding the Good Conduct Code may be appealed to the Superintendent. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or his/her secretary within five (5) school days of receipt of the Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. If requested the Superintendent may meet with the parents and/or student as soon as practicable. The decision of the Superintendent shall be issued promptly as practicable. The decision of the Superintendent shall be final unless it involves a period of ineligibility of more than three (3) weeks (including reductions). In which case, it may be appealed to the Board of Directors. This appeal shall be in writing and filed with the Board Secretary within five (5) school days of receipt of the decision from the Superintendent. A meeting with the Board shall be held as soon as reasonably practical. During the appeal, the student shall remain ineligible pending a decision of the Board. The Board's decision shall be final.

Note: See footnote to determine due dates during vacations. [6]

ANTI-BULLYING AND HARASSMENT:

Refer to Board Policy 104

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which

all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district. The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited. This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- o Places the student in reasonable fear of harm to the student's person or property;
- o Has a substantially detrimental effect on the student's physical or mental health;
- o Has the effect of substantially interfering with the student's academic performance; or
- o Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- o Repeated remarks of a demeaning nature;
- o Implied or explicit threats concerning one's grades, achievements, property, etc.;
- o Demeaning jokes, stories, or activities directed at the student; and/or,
- o Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student;

or,

The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- o Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- o Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The guidance counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The guidance counselor or designee will be responsible for handling all complaints by employees alleging harassment. It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district. The board will annually publish this policy. The policy may be publicized by the following means:

- o Inclusion in the student handbook,
- o Inclusion in the employee handbook
- o Inclusion in the registration materials
- o Inclusion on the school or school district's web site,
- o And a copy shall be made to any person at the central administrative office.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- o Tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - o What, when and where it happened;
 - o Who was involved;
 - o Exactly what was said or what the harasser did;
 - o Witnesses to the harassment;
 - o What the student said or did, either at the time or later;
 - o How the student felt; and
 - o How the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the guidance counselor, the designated investigator. The alternate investigator is the principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator, with the

approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

Evidence uncovered in the investigation is confidential.

Complaints must be taken seriously and investigated.

All parties involved in an investigation must comply with said investigation. An impediment to the investigative process may result in disciplinary action.

No retaliation will be taken against individuals involved in the investigation process.

Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate. Appropriate action will be taken which may include counseling, parental involvement, reporting to authorities, suspension and possible expulsion. The process includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation. In bullying situations, the following consequences will be followed (levels can be skipped due to the seriousness of the offense):

- o First Offense: Educate the bully and the victim (and supporters, if identified). The bully will meet with the high school counselor and/or principal and receive a verbal warning. The parents/guardians will also be notified via telephone.
- o Second Offense: The bully will meet with the high school counselor and/or principal and receive a written discipline referral for up to 3 days of in-school / out-of-school suspension. The parents/guardians will also be notified via telephone and through a written letter.
- o Third Offense: The bully will meet with the high school counselor and/or principal and receive a written discipline referral for a minimum of 5 days of out-of-school suspension. The parents/guardians will also be contacted and required to meet with the principal/counselor before bully is readmitted back in to school.
- o Fourth Offense: The bully will be referred to the board of education with recommendation for expulsion.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or,
- The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student;
- The sex of the student;
- The nature of the infraction; and,
- The emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student. **Only students in grades 9-12 will be allowed to carry personal backpacks and book bags to classrooms.**

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Internet

Students may be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any discussion that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Technology Code of Conduct

This document serves as the code of conduct for technology here at Pekin. Anyone using the technology agrees to the rules in this document by using the technology within the district. The district will enforce any punishments outlined for the rules broken. If an offense does not fit under any of the categories outlined, then the offense will be placed in the closest fitting category. The offense will then be punishable by the consequences outlined in that category. The consequences outlined in this document can be used instead of or in conjunction with the consequences outlined in any other technology related policy within the school district. Consequences will be decided by the administration. According to the severity of the offenses that are in question, the administration reserves the right to skip one punishment and move onto a more severe consequence as they see fit. If all forms of

punishment have been exhausted that are outlined in the documentation below, the administration reserves the right to implement a more stringent punishment such as suspension or expulsion. Any time that someone is found in violation of these rules, the violation needs to be logged in the PowerSchool behavioral referral system.

Hacking - Hacking is defined as illegally gaining access to a computer system or systems with the possible intent to perform malicious activities. No “hacking” is allowed on school grounds or on school equipment that leaves the school grounds. This includes and is not limited to: having knowledge of administrative passwords, creating unauthorized administrative accounts, logging into another person’s account without permission, installing unauthorized apps or programs, disabling technology related equipment.

The following consequences will be used for this violation. The punishment used will depend on the severity of the offense. As outlined in the opening of this document, administration reserves the right to pass over consequences to assign a more severe punishment depending on the severity of the offense.

- First offense: Forfeiture of computer or use of technology for one week.
- Second offense: Forfeiture of computer or use of technology for two weeks.
- Third offense: Forfeiture of computer or use of technology for one month.
- Fourth offense: Forfeiture of computer or use of technology for the rest of the quarter, semester, school year, or school career. This consequence will be assigned as deemed necessary.

Any person that violates the hacking rule also faces the possibility of being turned over to law enforcement for prosecution. Law enforcement will be consulted at the first offense.

Email - Email violations include but are not limited to: Unauthorized access to another user’s account (this may also be punishable under the hacking category), harassment through email, cheating, plotting violence on another individual or the school. The following consequences will be used for this violation. The punishment used will depend on the severity of the offense. As outlined in the opening of this document, administration reserves the right to pass over consequences to assign a more severe punishment depending on the severity of the offense.

- First offense: Forfeiture of email privileges for one week.
- Second offense: Forfeiture of computer or technology use for one week.
- Third offense: Forfeiture of computer or technology use for two weeks.
- Fourth offense: Forfeiture of computer or technology use for one month.

Any bullying or harassment done through email will also be addressed in accordance with the student handbook section titled “STUDENT BULLYING AND HARASSMENT” (Board Policy Code No.104).

Pornography - Pornography will not be tolerated on any device in or associated with the school district. Anyone that is found to be viewing pornography will be subject to the following consequences.

- First offense: Forfeiture of computer or technology use for one week.
- Second offense: Forfeiture of computer or technology use for two weeks.
- Third offense: Forfeiture of computer or technology use for one month.
- Fourth offense: Forfeiture of computer or use of technology for the rest of the quarter, semester, school year, or school career.

This consequence will be assigned as deemed necessary. If the student has violated this rule outside of the school administration will consider allowing the student to use the computer at school but revoke the privilege of taking the device home. If any type of pornography is found to be illegal such as child pornography, the matter will be turned over to law enforcement.

Technology Transportation - Technology devices are expected to be transported around the school using the proper tools whether a laptop bag or a cart. This is to prevent damages and unnecessary costs to repair damages or replace equipment. If anyone is caught transporting a technology device without using the proper transportation equipment the following consequences will be used.

- First offense: Forfeiture of computer or technology use for the remainder of the day.
- Second offense: Forfeiture of computer/technology use for the remainder of the day and the next full day.
- Third offense: Forfeiture of computer or technology use for one week.
- Fourth offense: Forfeiture of computer or technology use for two weeks.

If any damages to technology devices are decided to be due to negligence after an investigation by administration, the person that is found to be responsible for the damages will be responsible for all costs of repair or replacement.

Piracy - Piracy is defined as the unauthorized reproduction or use of a copyrighted book, recording, television program, patented invention, trademarked product, etc. This also includes and is not limited to movies, music, and software. If anyone is found to be in possession of pirated materials on their school device they will be subject to the following consequences. As outlined in the opening of this document, administration reserves the right to pass over consequences to assign a more severe punishment depending on the severity of the offense.

- First offense: Forfeiture of computer or use of technology for two weeks.
- Second offense: Forfeiture of computer or use of technology for one month.
- Third offense: Forfeiture of computer or use of technology for the remainder of the year.

All instances of piracy will be turned over to law enforcement for prosecution.

Damages - Any person who is found negligent in the damage or loss of technology equipment will be responsible for the cost of damage or replacement of the equipment. The charges will follow that person throughout their career at Pekin. When they leave the school district any unpaid fees will be turned over to the school attorney for retrieval via the court system. The person responsible for charges of the equipment will also be responsible for any court costs or legal fees during that process.

- o If it is found that a person has willfully damaged equipment they will also be punished under the student handbook section titled "Violation Against Property" subsection C titled "Willful damage to school, staff, or student property."
- o If a person violates more than one item in a section, they will be moved up in the number of offenses. For example, under hacking, if a person is found to have an unauthorized app and have logged in as another student; they will be punishable under the second offense regardless if the incident is their first technology violation.
- o If a person violates more than one section, the punishments can be compounded together if the administration sees fit.
- o If a student has accrued any charges for damage to a technology device they will be required to leave their assigned technology device at school when leaving at the end of the day until all charges are paid or they have arranged a payment plan with the school and are making payments.

The school is not responsible for lost or stolen devices brought from home.

Instructor Rights - The following section outlines what instructors have the right to do before contacting an administrator when students are not following the classroom rules or the instructor's directions in their classroom. Students are expected to follow the rules and directions of instructors in class at all times whether it be to get off of a site, turn music down, or even put the device away. When an instructor has found a student in violation of classroom rules, they are responsible for logging the incident in Power Schools behavioral referral system.

- First Offense: Student turns laptop into teacher for that class period. Laptop will be given back after the class is dismissed.
- Second Offense: Student will leave the laptop with the teacher when entering the classroom and will pick it back up when the class is dismissed. The teacher will decide the number of days the student must leave the laptop with them when entering the classroom.
- Third Offense: The student will be reported to administration for further punishment.

Dress Code

Refer to board policy 502.1

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive to the school

environment will not be permitted. In addition, regulations may be developed to promote a safe environment for students, faculty, and visitors. Specific regulations concerning student attire are listed below.

1. Hats, caps, other headwear (such as bandanas, etc.), and sunglasses are not to be worn in the school building from 8:00 A.M. to 3:30 P.M. **Students will remove hats when they arrive in the building.** Students who wear these items to and from school are asked to leave them stored in their lockers. Habitual violators may have these items confiscated.
2. Coats, jackets, and other outerwear are not to be worn during the school day.
3. Skirts, shorts, and dresses should not be shorter than arm-down/ fingertip length.
4. Attire, which reveals too much midriff or front or rear cleavage, should not be worn.
5. Tube tops, halter tops, tank tops, muscle shirts, or other similar items of clothing are not permitted
6. Bib overalls are to be worn as designed with the suspenders fastened over the shoulders.
7. Clothing or other apparel promoting products such as alcohol, tobacco, or drugs that are illegal for use by minors are not permitted.
8. Clothing containing double entendre or sexual references is prohibited.
9. Any clothing which contains reference to subversion or which promotes subversive activity is not permitted.
10. Wallet chains and other chains and fasteners may not exceed 12 inches.

Any student who chooses to wear an article of clothing that violates any of the standards listed above will be required to change the article of clothing. Any time missed from classes when changing prohibited attire will be considered an unexcused absence. Parents will be notified of violations, and repeat violations might result in detention or suspension.

Proper student dress and grooming is primarily a responsibility of the student and his/ her parents. However, a student's appearance must be in the best interest of the school in respect to the health, welfare, and safety of the individual and the student body and must not interrupt the orderly process of education in the school.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Care of School Property

Refer to Board Policy 502.2

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Driving and Biking to School

Refer to board policy 502.10

Driving a motor vehicle to and from school is a privilege—not a right. All traffic on school grounds is one way with the exception of the drive leading to the shop, which is two-way. **Traffic is to enter school property through the south entrance and leave through the north exit.** Immediately upon coming on school grounds, a student who drives a motor vehicle to school must park his /her vehicle in the areas designated for student parking.

- Students may not loiter around or be in their vehicles nor leave the school grounds in their vehicles during the school day without permission from the administration.
- Students who drive vehicles to school must have a valid driver's license or school permit and must drive in a safe and prudent manner.
- Students are not to cut into the bus line once the buses have started to move.
- No unlicensed vehicles will be allowed on school grounds. This includes three- or four-wheel recreational vehicles, dirt bikes, or snowmobiles.
- Anyone speeding or driving in a manner that might be harmful to others will be reported to law enforcement officers for appropriate action.
- Students using the entrance as an exit or cut in front of buses at bus time will have their parking privileges revoked for three days.

- **Restricted Items** - Students should not bring skateboards, scooters, or other items with the potential to cause injury and disruption to school.

Students who need to bring vehicles to certain classes may park in the shop area only when working on their vehicle. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school.

Students who fail to follow the rules set by the administration will have the privilege of driving a motor vehicle and parking on school property suspended temporarily or permanently removed and may also be subject to additional disciplinary and/or legal action.

Students and staff who need to leave vehicles at school during times of snow should park vehicles up against the fence to facilitate plowing the parking lot.

Hall Passes

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the principal.

Weapons In School

Refer to board policy 502.6

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities, or activities involving the Pekin Community Schools. A weapon shall be defined as any instrument, device, or projectile customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to threaten, intimidate or inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. Any student who violates this policy will be subject to suspension or expulsion from school, except in the case of firearms as described below. Any student in possession of a firearm, BB gun, pellet gun, or similar weapon, will be expelled from the district for one year. All situations can be reviewed and modified by district administration on a case-by-case basis.

Academic Dishonesty

Plagiarism is assuming ownership of another person's words or ideas. Plagiarizing copyrighted material is a legally punishable offense; plagiarizing unpublished material in school is a severe breach of academic principles. Instructors are not required to produce the documents from which the student has plagiarized in order to prove plagiarism. Stylistic differences between the written work in question and works previously submitted by the student can easily be recognized by instructors and can constitute evidence of plagiarism.

Students should be aware of the various types of plagiarism:

- * Buy a paper from an Internet site, another student or writer, or any other source
- * Turn in any paper that someone else has written, whether it was given to you, you downloaded it from the Internet, or you copied it from any other source.
- * Change selected parts of an existing paper, and claim the paper as your own
- * Combine the ideas from many sources and claim that they're your own thoughts
- * Use general or specific ideas from a source without using full and correct documentation telling where you got the ideas.
- * Copy or paste into your paper any key terms, phrases, sentences or longer passages from another source without using documentation to tell precisely where the material came from.
- * Neglect to put quotation marks around words that you quote directly from a source, even if you document the source

--http://www.indianhills.edu/courses/docs/highschool_programs_manual.pdf on page 4

Cheating includes (but is not limited to) copying down some other student's answers on a test, quiz, assignment, or lab report, bringing in ready-made "cheat sheets", knowingly and willingly supplying answers to others and using someone else's words or ideas as though they were your own. Both plagiarism and cheating are punishable up to and including the following ways at the discretion of the instructor:

- 1) Discussion with the instructor
- 2) Redo the assignment/assessment
- 3) Automatic failure of the the assignment/assessment without the opportunity for makeup
- 4) Meeting with guardians and principal

Students are expected to do their own schoolwork. Academic dishonesty is outlined by each instructor in the course syllabus you receive for each course. As expectations for group and individual work vary by course, each policy and consequence will be outlined by the instructor. If at any point you are in doubt of an academic scenario, please ask your instructor their expectation for completion of the assigned course work.

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact Central Office.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least before the posting or distribution. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Student Complaints

Refer to board policy 502.4

- It is the intent within the School Board Policy at Pekin Community Schools to keep open the lines of communication between students, staff, and administration. In order for this to be a positive, orderly, and productive process, the following guidelines should be followed:
 - 1. If a student is having a problem with an individual faculty member, administrator, or fellow student, the following procedure is recommended:
 - A. Talk to and discuss the problem with the individual concerned.
 - B. Talk to the guidance counselor concerning the problem to see what help he/she can give. The counselor will make an attempt to get the student and other individual together to talk about the problem.
 - C. Talk to the principal concerning the situation. The principal will then set a time and place for all individuals concerned to sit down and work out a solution to the problem.
 - 2. If a student is having a problem with the rules of Pekin Community Schools, the following procedures MUST be followed:
 - A. Talk to the administrator responsible for enforcing the rule in question.
 - B. If that fails to satisfy, ask for permission to talk with the individual concerned and the superintendent about the problem.
 - C. If this fails to satisfy, then talk to the superintendent about being put on the school board agenda for the next board meeting to explain the problem to the Board of Education.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

- Obscene;
- Libelous;

- Slanderous; or
- Encourages students to:
 - ✓ Commit unlawful acts;
 - ✓ Violate school district policies, rules or regulations;
 - ✓ Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - ✓ Disrupt or interfere with the education program;
 - ✓ Interrupt the maintenance of a disciplined atmosphere; or
 - ✓ Infringe on the rights of others

PUBLICATIONS

Refer to board policy 504.3

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials, which are obscene, libelous, or slanderous.
 2. Students shall not publish or distribute materials, which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school.
- Students who violate these guidelines may be subject to consequences outlined in the discipline policy.

Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports

Refer to board policy 505.1

Students will receive report cards at the end of each nine-week period. A student who is in danger of failing and his/her parents shall be notified in writing prior to the end of the quarter/semester so that the student will have a chance to improve the grade.

GRADING Iowa Code: 256.11, 279.8, 280.3.14 (1989)

Grading in the high school is on an eleven point scale: A=4.000, A- = 3.67, B+ = 3.33, B= 3.000, B- = 2.67, C+ = 2.33, C= 2.000, C- = 1.67, D+ = 1.33, D= 1.000, D- = .067, F= 0.000

Quarter grades are averaged to compute the semester grade. Teachers may elect to administer a semester test worth up to 20% of the semester grade. Teachers who are following a standards-based or college-credit grading option will explain their process in their syllabi.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work.

Missing/late-work for assignments and projects will be accepted by all high school teachers until the end of the quarter for a minimum of 50% of their actual score.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless the principal excuses them.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Central Office for information and forms.

New Directions Learning Center

New Directions Learning Center is an alternative education program for high school students held within the campus of Sigourney Community Schools. Students may be assigned this educational program as determined by the high school principal. For more information can be found by clicking here: [New Directions](#)

Class Loads

A minimum of six academic courses must be scheduled.

Adding/Dropping Courses

Drops must be made within the first two days of a semester. A student who drops a course after that deadline will receive a semester “F” unless the counselor and principal grant permission. No student may drop a full-year course at the end of the first semester without approval of the principal, counselor, and student’s guardian. ***No courses may be added after the first two days of a semester without instructor, counselor, and principal approval.***

Use of the College and Career Readiness Room

The use of the College and Career Readiness Room (CCR) is a privilege that may be revoked at any time by administration. Students eligible to use this room must be enrolled in a college course and must sign out from study hall with the supervisor prior to entering the CCR. Students failing to check out from study hall will be given an unexcused absence and treated as truant.

The room is open Monday through Thursday for eligible students and Fridays for seniors only. The room may be closed at any time without notice to be used for staff functions such as meetings or large class work.

Study Hall

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall supervisor and with a hall pass.

Students on the Ineligibility list will sit towards the front of the room as instructed by the study hall supervisor for the week they are ineligible. These students will not be allowed to use personal electronic devices and may only use school issued devices to complete coursework. Additionally, these students will not be allowed to check out to PE or the College and Career Readiness Room.

Honor Roll and Academic Honors

The school district honors students who excel academically.

- An Honor Roll will be posted two times each semester, at the end of the quarter and the end of the semester. To be on the honor roll, a student must have achieved a “B” average for all courses.
- To recognize academic achievement, an academic letter, a “P” with “academic” printed on it, will be presented to students who have earned a 3.5 cumulative GPA. First year recipients will receive a certificate, letter, and pin. A certificate and bar will be awarded in succeeding years. Seniors 4-year academic letter winners will receive award on Awards Day; others receive awards the following year.
- National Honor Society: Juniors and seniors who fulfill the academic requirement for scholarship may complete a data sheet provided by the NHS sponsor prior to the application deadline announced each year. A five-person rotating faculty committee will select new NHS members based on their displaying excellence in scholarship, service, leadership, and character. Once selection is complete, any appeals are directed first to the sponsor and then through the administrative chain of command.

Transfers in/out of District

Refer to board policy 501.6 and 501.7

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the parent must provide the district with proof of the student’s grade level and a copy of the student’s permanent records from the student’s prior school district. If the parent is unable to provide the superintendent with proof of the student’s grade level or permanent records (for example a homeless student), the administration will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student’s parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of

attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

Promotion-Retention

Refer to board policy 505.2

Students will be promoted to the next grade unless the principal and licensed staff determines that a student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents/guardians will be informed of the possibility that their child will not be promoted, and a conference will be scheduled to discuss the situation before a final decision is made.

Middle school students will be promoted to the next grade if they pass all core classes second semester. A summer program may be available for students with one or more "F." Successful completion of an approved summer program will allow promotion to the next grade.

Academic Eligibility for Extracurricular Activities

Under Iowa law students must receive passing grades in all courses the previous grading period to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics.

According to the Code of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union, students are not eligible to participate in interscholastic competition

- If they do not have a doctor's certificate of fitness issued within the school year;
- If they failed any courses in the preceding semester or trimester; or
- If their habits and conduct, both in and out of school, are such as to make them unworthy to represent the ideals and standards of their school.

In the high school any "F" at the end of the semester or trimester (dual enrolled) grading period will result in student ineligibility for participation in all extracurricular contests for thirty calendar days immediately following the grading period. 281-36.15(2). Once the grades are reported from the college for dual enrolled classes to the school, students' ineligibility will start that day of notification.

This standard of academic performance for extracurricular participation was developed by the Iowa Girls High School Athletic Union, the Iowa High School Athletic Association, the Iowa High School Music Association, and the Iowa High School Speech Association in cooperation with the Iowa State Department of Education. In order to participate as a member of these organizations and the events in which they sponsor, Pekin Community Schools is required to adhere to this minimum standard of academic performance.

During the period of academic ineligibility, the student may practice with the rest of the team, squad, or group, provided the coach/sponsor allows it. Also, during this period, the student may appear in a local school event if such an appearance contributes to his or her grade in a related class. Middle school eligibility checks are done on a weekly basis, and students who are not deemed to be making sufficient progress will be required to attend study table. Practices or contests might be missed when students have to attend study table.

Pekin's Extra-curricular Participation Policy

Students will not be considered eligible to represent the Pekin High School and Middle School in interscholastic competition or other activities

- *If they have not been in attendance for the half-day prior to the contest. Students must also be in attendance for half a day in order to attend a practice. The only exception to this rule will be in cases where the principal has been contacted in advance, and the absence seems to be of an emergency nature. (If a student is too ill to attend school, he or she will be considered too ill to participate.)*
- ***If they have not met the requirements of the Pekin CSD Board-Approved academic participation policy. Interscholastic athletics and extra-curricular activities are integral components for the education of students. Pekin Schools strongly encourages all students to enhance their educational experience by participating in activities and athletics. Without question, the student's first obligation is successful completion of academic responsibilities. Interscholastic athletics and extra-curricular activities are open for participation to all students who meet the following requirements:***

- o *Grades will be checked on Wednesday or Thursday morning of each week of the quarter starting in week number three.*
- o *To be eligible for extra-curricular activities, a student may not earn quarter grade of “F” in his/her academic classes.*
- o *Any student meeting the above criteria will be considered ineligible from Monday to Sunday the following week; unless the student provides the principal or principal’s designee a teacher-signed note stating the student is now passing the related course(s) **by noon of the school day on Friday of the same week.***
- o *It is the responsibility of the student to seek help in the subject areas failed and must provide proof of it to the principal or principal’s designee.*
- o *Students considered ineligible for the following week will be allowed to practice with the team, but are not allowed to participate in any type of performance or competition.*

Early Graduation

Refer to board policy 505.6

A student may graduate prior to the completion of grade twelve if the coursework and community service requirements for graduation under board policy have been fulfilled. In such cases, the student must have the approval of the Board and a recommendation by the superintendent and the principal. To initiate this process, the student must complete an application form, available in the counselor’s office. For seniors who are seeking to graduate at the end of the first semester, the deadline for the submission of the application form is September 20.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

Graduation

Refer to board policy 505.7

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Graduation Requirements

Refer to board policy 505.5

Students must have successfully completed the courses required by the Pekin Board of Education for graduation. Students must successfully complete each grade level, grade one through twelve, and complete all the required courses of study prior to graduation as determined by the State Department of Education and the Pekin Board of Education. **The required courses of study will be reviewed by the board every fourth year.**

Special Education students may meet individual graduation requirements as stated in their Individual Education Plan (IEP). The board shall have complete discretion to determine extraordinary circumstances.

It shall be the responsibility of the Superintendent to ensure that students complete grades one through twelve and that high school students meet minimum requirements as listed below.

To graduate from Pekin High School a student must have successfully completed 50 credits of course-work beyond eighth grade, including the following specific minimum requirements (required classes noted in parentheses, other units to be fulfilled through elective choices):

Total Credits Needed- 50

English- 8 Credits (4 Years)

Must Include a Full Year of Each- (English 1, English 2)

Math- 6 Credits (3 Years)

Science- 6 Credits (3 Years)

Must Include a Full Year of Each (Biology, Integrated Science)

Social Studies- 6 Credits (3 Years)

Must Include a Full Year (American History)

Must Pass a Semester (American Government)

Fine Arts- 1 Credit (1 Semester)

Technology- 1 Credit (1 Semester)

PE- 4 Credits (8 Semesters)

Electives- 18 Credits

- [See High School Course Description guide for complete course descriptions and offerings.](#)

Addendum A - **Eight hours of community service projects will be required for each student to be completed prior to graduation.

Transfer students are required to complete 1 hour of community service for each semester of attendance at Pekin High School. Community Service projects will be subject to approval by the District's Community Service Coordinator.

Student attendance of a minimum of eight semesters, with students taking at least six full credit subjects plus physical education class, is required for graduation. A student may graduate prior to the eighth semester of attendance provided that he/ she has completed all course work and community service as required for graduation by this Board Policy (with the exception of physical education, which by state law is required to be successfully completed during each semester of attendance.) A Certificate of Attendance may be awarded to a student who has attended four years of high school, has had a good attendance record, and has earned fewer than the required number of credits for graduation. Although the certificate is not the equivalent of a diploma, no distinction shall be made between them during the ceremony. Exceptional Circumstances may necessitate the Board of Education to waive certain graduation requirements for a student who has experienced exceptional, highly unusual, or mitigating circumstances beyond the control of the student. Even in such a situation, the student must make a good faith effort to successfully complete graduation requirements previously stated.

Credit Recovery

Any summer school, correspondence course, or other credit recovery must be pre-approved by the principal or designee.

Independent Study

Refer to board policy 604.2

Independent study is open to senior students with the consent of the principal, counselor, and instructor. A research project or tasks will be determined by the instructor. At the end of the semester, the student's final grade will be determined by the quality of the completed task(s). Independent study courses will be worth $\frac{1}{4}$ unit (1/2 credit) per semester. Only one independent study course may be taken at a time, and it must be an eighth scheduled class.

Pass/Fail Option

A student wishing to take a subject pass/fail must go to the counselor for information about pass/fail. To take a subject under the pass/fail option, the student must receive approval from the instructor, the counselor, the principal, and the student's parents. Pass/Fail option **MUST** be exercised three days following the distribution of 1st or 3rd quarter progress reports.

The pass/fail option is available only for elective courses at the high school level. The course for which this option is being applied must be the student's sixth or seventh class (not including P.E.). Only one course per semester may be taken pass/fail.

Under the pass/fail option, scores which under the traditional grading system would have been awarded an "A," "B," or "C" receive a passing designation. Scores which would have been awarded a "D" or "F" receive a failing designation.

AP courses will automatically be considered pass/fail.

MISCELLANEOUS

Telephone Use During the School Day

The telephone lines at the Pekin Community School are kept quite busy during school hours with matters necessary for the smooth functioning of the school. Students are not to use the office telephones without permission of the office staff. Calls are limited to 2 minutes in length. Calls of a purely social nature will not be allowed.

Except in emergency situations (such as a death in the family or other such traumatic situation), no student will be taken out of a class to receive a telephone call. Messages may, however, be left with the school secretary for delivery to the student during intervals between classes. To respond to messages, students are to use the telephone in the main office. Students are not to use the phone in the counselor's office. Cell phones may only be used with permission.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements are delivered electronically by the beginning of third hour. Parents have the opportunity to receive the daily announcements via Power School. If you would like to be on this list please contact the high school office. All announcements must be cleared through the office. Students are responsible for information shared in the announcements by checking their email.

Special Education

Refer to board policy 603.3

Students with certain unique educational needs may be served through the Special Education program. After having been identified through a variety of assessments as needing services, the student's specific educational needs are addressed through the development and implementation of an Individual Education Plan (IEP). To have a student considered for Special Education services, a parent should first contact the guidance counselor for additional information about the identification process.

Talented and Gifted Program

Refer to board policy 604.3

Students who have been identified with special abilities may be served through the Talented and Gifted program. Such students are identified through various testing programs and/or referral by faculty members. Students served through the Talented and Gifted program are provided extra opportunities to develop their potential in specific areas. For more information about the Talented and Gifted program, interested persons should contact the TAG instructor.

Section 504 of the Rehabilitation Act of 1973

Refer to board policy 102.E4

Section 504 of the Rehabilitation Act of 1973 prohibits Discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Pekin Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The Pekin Community School District has the responsibilities under Section 504, which includes the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to provide access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, the parent/guardian has a right to a hearing with an impartial hearing officer. If there are questions, please feel free to contact the designated principal.

Free and Reduced Lunch Program

Refer to board policy 710.2

The state and federal governments provide free and reduced meals for students in families who meet income guidelines for the program. Applications for the Free and Reduced Meals Program are available in the principal or superintendent's office.

Visitors

The school extends a special invitation to the parents and alumni to visit school. Because of limited classroom space, other guests are generally not allowed to visit school. A prospective student may request a tour if accompanied by a parent. Anyone requesting to meet with a student at any time during the school day MUST seek a clearance from the principal before doing so. While visitors as described in the preceding paragraph are welcome, students should realize that the school is not a place to rendezvous with friends who are not Pekin students. Such meetings are not allowed.

Great Prairie AEA

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for Pekin students. Great Prairie staff includes audiologists, consultants, teachers for hearing and visually impaired, occupational and physical therapists, school psychologists and social workers, speech-language pathologists, and more. Teachers may contact AEA staff for consultation, observation, or interaction with students. IF A PARENT DOES NOT WANT THESE SERVICES, HE/SHE SHOULD NOTIFY THE SCHOOL IN WRITING. Concerns can be directed to the Regional Special Education Director.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Cafeteria

Cafeteria services are available to all students. An excellent breakfast and hot lunch program is available at a nominal weekly or monthly cost to all students. The school's wellness policy does not allow the purchase of soda/energy drinks during the school day nor can soda/energy drinks be brought into the lunchroom during lunch. Juice, water, milk, and sports drinks may be purchased. Dishes must be returned to the dish-washing counter and paper products placed in the garbage cans. Students bringing their own lunch must eat in the cafeteria.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are respectful to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

BUS RULES

The following is a partial list of rules and regulations that students are expected to adhere to when riding school transportation:

1. Students should be ready and waiting for the bus to come as the bus is not required to wait.
2. Students should stand ten feet away from the roadway.
3. Students should never cross the highway until given a signal from the driver. Always cross in front of the bus.
4. Obey the bus driver's directions promptly, and NO BACK TALK.
5. Never throw objects around in the bus or out of the windows.
6. Remain seated while the bus is in motion.
7. No screaming or whistling.
8. Fighting, profanity, abusive behavior, pinching, and other forms of physical abuse will not be tolerated.
9. Keep the bus clean. Don't throw paper, etc. on the floor.
10. Keep your head, arms, and hands inside the bus at all times.
11. Keep your feet off the seats.
12. Don't destroy bus property.
13. Students will be discharged only at approved stops. In grades K-5 students will not be permitted to ride another bus or get off at someone else's house without a written note from home.

Use of Video Cameras on Buses Regulations

Refer to Code No. 711.2R2

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as

evidence in a student disciplinary proceeding.

Student Records

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A parent may view the video without consent from any student or parent of a minor student also shown in the video if the other students are bystanders. But if there is an altercation between multiple students, then all parents must give consent in order for the video to be viewed by parents.

The Pekin Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Riding to and from School Activities

Students must ride in the transportation provided by the Pekin Schools to any school sponsored activity unless specifically excused by the principal for some good or unusual reason.

A student may ride home from the activity with HIS OR HER PARENTS, unless the principal of the particular school the student attends, rules otherwise because of some unusual circumstance. The parents must give the principal a note stating they are taking their child home from the activity.

A student may ride home with ADULTS other than his or her parents if he has previous (at least a day before the trip) written permission from his or her parents relieving the school of all liability, and if the principal approves the request. We do not condone a girl riding home in the same vehicle with her boyfriend or vice versa and will not approve such a request even if it is a parental request. Requests to ride home with someone other than a student's own parents will be scrutinized very carefully and denied unless there is a very good, logical reason for it, and unless it is with a mature adult.

Media Center

Refer to board policy 605.5

The school media center is well equipped with useful and interesting reading materials. We subscribe to many current magazines and have many volumes of good fiction and non-fiction books, in addition to other reference materials. The library is open from 8:00 a.m. - 4:00 p.m. If a student desires to use the library during study hall, he/she must sign out with the study hall teacher. The student is to proceed straight to the library and from there may then check out to his/her locker or the restroom. Once a student is checked into the library, he/she is expected to stay there the entire period—in other words, the student is not permitted to go back to study hall. The atmosphere in the library is not the same as the atmosphere in the study hall. The library is for research, study, and reading. Any student who causes a disturbance in the library will be sent to the office. The student who causes such a disturbance may lose the privilege of going to the library.

All material from the library is checked out for a two-week period. If a student needs the material longer, he/ she must renew it. All overdue material will be collected at the end of the semester. Each student will be charged appropriate amounts for each piece of material that is checked out to him or her but has not been returned.

Guidance Program

Refer to board policy 607.1

Counseling is a process in which an experienced and trained person assists the student. The counselor is trained to

help each student to formulate his/her future and to understand himself/herself. The guidance/counseling program will assist students with their personal, educational and career development. Parents and students are welcome to seek information concerning numerous topics in the counselor's office. Graduation requirements, course offerings, scholarships, college information, testing programs, etc. are available. Students are encouraged to examine future goals and plans as soon as possible.

College information may be secured from the counselor's office. College catalogs are available in this office and the library. Students are encouraged to work toward a goal of establishing future plans as soon as possible.

Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact Mr. Hadley in the high school office.

Homeless Student

Refer to board policy 501.16

If you are or you know someone who meets the federal definition of being homeless

- Lack fixed, regular, and adequate nighttime residence
- Share housing (due to loss or hardship)
- Live in hotels, motels, trailer homes, campgrounds, emergency or transitional shelters, abandoned in hospitals, awaiting foster care
- Primary nighttime residence not designed or ordinarily used as a regular sleeping accommodation
- Live in cars, parks, public spaces, and abandoned buildings, substandard housing, bus, or train stations
- Unaccompanied youth (youth not in the physical custody of a parent or guardian)
- Migratory children who qualify as homeless because of their living situation

The contact for the local homeless liaison is the Pekin Elementary School Principal.

Interrogation by Outside Agency

As a general rule, students may not be interrogated by individuals from outside the school district. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parents or guardians of the child and inform them of the request and ask if they wish to be present. Students shall not be taken from school without the consent of the principal and without proper warrant.

Student Funds and Fund Raising

- Class Funds and Dues: Any dues assessed by any recognized group shall be in the amount approved by the sponsor(s) and with the approval of the administration. In approving such levies, the group sponsor(s) should determine the specific purpose for which funds are needed and should make certain that the amount is not excessive and is within the student's' ability to pay without imposing a hardship. Club dues, which have been collected, or money received from fund raising projects shall be turned into the school employee in charge of the activity account and shall be credited to the account of that club. It shall remain in that account until expended for club purposes approved by the sponsor(s) or until the club is disbanded, in which case any moneys remaining shall be transferred to the general activity account. Dues assessed by any class or any funds derived from other sources shall be turned in by the class treasurer to the school

employee in charge of the activity account. Any such funds remaining at the close of any school year shall be transferred to the account of the same class as it starts its new school year. Funds remaining at the close of the fourth (senior) year shall be disposed of in the following manner:

- o Spent for approved school purposes (in the nature of a class gift, etc.)
- o In the absence of any proposal for such an expenditure, which the administration will approve, the remaining funds shall revert to the general activity account. (This practice follows the laws of the State of Iowa.)

FUNDRAISING

Refer to board policy 504.5

Fund raising projects conducted in the name of the school must first have sponsor approval and superintendent consent. In granting such approval, first consideration shall be given to the interest of the public being asked to support such projects. Students may raise funds for school-sponsored events with the prior written permission of the building principal. A written request to the high school principal is required for fund raising by students for non-school organizations. This will be approved on a case-by-case basis and will not interfere with the school day.

Use of School District Facilities by Student Organizations

School district facilities are available during non school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Open Night

Refer to board policy 508.2

Wednesday night is designated as church night. No school functions, practices, or games will be scheduled after **6:00 p.m.** on this night with the exception of fine arts practices if the need is documented by school administration. The only other exception is if the State Activity Associations schedule tournaments or events on this night.

Pekin Community School Silver Cord Program

The Silver Cord Program is an opportunity for Pekin students to be recognized for the hours of community service they have completed during their four years of high school. For service hours to be accepted, the student may not receive payment or credit for their service and must meet the guidelines and requirements set for community service.

Students who complete 100 hours of community service during their four years of high school by April 30th of their senior year will be recognized at graduation by wearing a silver cord. Names will be noted in the graduation program for this honor.

Special consideration will be given to students who move into the district after beginning their high school career or for other special circumstances.

Community Service Hour GUIDELINES

Graduation Requirement

To graduate from Pekin Community School, students must earn up to 8 hours (total) volunteering to serve in their communities in activities. To fulfill this requirement, students may volunteer at school or in the community. It is up to the discretion of the coordinator to approve any hours that are submitted.

Guidelines for Community Service Activities

I. School Activities/Projects

Acceptable school activities include, but are not limited to;

- Helping at a concession stand if not required by an organization or part of a fundraiser for a group
- Helping at the PTO carnival
- Helping set up or clean up after any special event such as Veteran's Day ceremony
- Helping with FFA, TAG, FCCLA, etc community service events
- Helping take tickets for the school play

NOTE: sponsors should verify with the coordinator prior to events

Non-acceptable school activities include but are not limited to:

- Any activity that is required by a class OR part of a class for a grade.
- Any duties related to a manager position of a sport
- Any fundraising for sports, school events, or school organizations
- Any event that is expected of a member of the organization to participate in

II. Community/Family Projects

Acceptable community/family activities include, but are not limited to;

- Coaching or assisting youth sports teams
- Working in youth sports concession stands
- Providing services or assisting any established nonprofit organization
- Helping with community clean up
- Helping at a nursing home
- Volunteering at the library

Non-acceptable service activities include but are not limited to:

- Working on the family farm or for the family business
- Helping family members clean or do errands
- Service which is part of a court ordered, or discipline requirement.
- Service that is part of a class or course that you will be receiving a grade for the participation.

III. Religious Service

Acceptable religious activities include, but are not limited to;

- Teaching or assisting with weekly bible school
- Vacation bible school
- Providing childcare during a special event
- Helping cook or serve at a dinner
- Helping with a food drive

Non-acceptable service activities include but are not limited to:

Any activity that is directly involved with the regular services, or ceremonies such as:

- Singing in the choir each Sunday
- Reading from religious texts
- Altar service
- Greeting

NOTE: Anything that would be considered a regular expectation or duty of a church member will not count towards community service hours.

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal [*or appropriate school official*] a

written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the School principal [*or appropriate school official*], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW, Washington, DC 20202-5901
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>