Table of Contents

The District .............................. Error! Bookmark not defined.
  Pekin Mission Statement: ................................................................. 5
  Pekin Community Schools Essential Learning Goals: ........................................ 6

The School Day................................................................. 6
  ACTIVITY BUS SCHEDULE ............................................................ 6
  CHARGES - FEES - FINES ............................................................... 7
  DAILY BULLETIN ............................................................. 7
  SCHOOL CANCELLATIONS ............................................................. 7

STUDENT & PARENTAL RIGHTS ......................... 7
  CHILD ABUSE OF A STUDENT BY AN EMPLOYEE (Board Policy Code No. 505.7) ...................................................... 7
  CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION (281-IAC 103.7) .......... 8
  EQUAL EDUCATION STATEMENT .................................................. 8
  FEE WAIVERS ........................................................................... 8
  FREE AND REDUCED MEALS PROGRAM ........................................ 8
  FREEDOM OF EXPRESSION .............................................................. 9
  INTERROGATION BY OUTSIDE AGENCY ........................................ 9
  OBJECTION TO INSTRUCTIONAL MATERIALS (Board Policy Code No. 603.3) .............................................. 9
  OPEN ENROLLMENT (Board Policy Code No. 501.15) ........................................ 9
  PUBLICATIONS (Board Policy Code #503.3) ........................................ 9
  SEARCH AND SEIZURE .................................................................. 10
  SECTION 504 OF THE REHABILITATION ACT .................................... 10

ANTI-BULLYING AND HARASSMENT: (Board Policy Code No. 104) ..................... 10
  ANTI-BULLYING/HARASSMENT POLICY ........................................... 10
  ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES ......................... 13
    COMPLAINT PROCEDURE ............................................................... 13
    INVESTIGATION PROCEDURE ........................................................ 13
  ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES ......................... 14
    RESOLUTION OF THE COMPLAINT ................................................. 14
      POINTS TO REMEMBER IN THE INVESTIGATION ................................ 14
  CONFLICTS .............................................................................. 14
  STUDENT DIRECTORY INFORMATION ............................................... 14
  STUDENT GRIEVANCE PROCEDURE ................................................. 15
  STUDENT RECORDS ..................................................................... 15
  TRANSFERS IN/OUT OF THE DISTRICT .................................................. 16

H.S. ADMISSION, GRADUATION, AND ACADEMIC INFORMATION ....................... 16
  ACADEMIC LETTER ..................................................................... 16

2013-2014 HS Handbook.docx | 2
ADMISSION REQUIREMENTS ........................................................................................................... 16
COMMENCEMENT .......................................................................................................................... 17
DROPPING and ADDING CLASSES ............................................................................................... 17
EARLY GRADUATION ....................................................................................................................... 17
Honor Roll ..................................................................................................................................... 17
Independent Study.......................................................................................................................... 18
Promotion-Retention-Acceleration ................................................................................................. 18
Reports .......................................................................................................................................... 18
  GRADING Iowa Code: 256.11, 279.8, 280.3.14 (1989) ................................................................. 18
  LATE WORK POLICY .................................................................................................................. 18
  PASS/FAIL OPTION ..................................................................................................................... 18
GRADUATION REQUIREMENTS (Code No. 605.4) ..................................................................... 19
  Credit Recovery ........................................................................................................................... 20
POST-SECONDARY ENROLLMENT OPTION (Code Chapter 261C; 281-IAC 22.3) ......................... 20
  AP Courses .................................................................................................................................. 20
  ICN Courses .............................................................................................................................. 20
  Internet Courses ........................................................................................................................ 21

ATTENDANCE INFORMATION ......................... 21
  MAKE-UP PROCEDURES .............................................................................................................. 22
  RELEASE DURING SCHOOL HOURS .......................................................................................... 23
  SENIOR LATE ARRIVAL/ EARLY RELEASE .............................................................................. 23
  TARDINESS .............................................................................................................................. 23

STUDENT HEALTH INFORMATION ............. 23
  ADMINISTRATION OF MEDICATION ......................................................................................... 23
  COMMUNICABLE DISEASES ...................................................................................................... 24
  ILLNESS AND INJURY ............................................................................................................... 24
  INSURANCE ............................................................................................................................. 24

STUDENT SERVICES ........................................ 24
  CLASS AND CLUB FUNDS & DUES .......................................................................................... 24
  Class Meetings .......................................................................................................................... 25
  Class Sponsors .......................................................................................................................... 25
  FUND RAISING ........................................................................................................................ 25
  GUIDANCE AND COUNSELING .............................................................................................. 25
  GREAT PRAIRIE AEA ................................................................................................................ 25
  NATIONAL HONOR SOCIETY ................................................................................................. 26
  SPECIAL EDUCATION .............................................................................................................. 26
  STUDENT ASSISTANCE PROGRAM ......................................................................................... 26
  STUDENT COUNCIL .................................................................................................................. 26
  STUDENT ORGANIZATIONS ...................................................................................................... 26
  TALENTED AND GIFTED PROGRAM .................................................................................... 27

DISCIPLINE ....................................................... 27
  PBIS: Positive Behavior Interventions and Supports .................................................................. 27
  SCHOOL STANDARDS FOR DISCIPLINE— ............................................................................ 27
  BREACH OF DISCIPLINE .......................................................................................................... 28
  DISCIPLINARY REGULATIONS .................................................................................................. 28
    • Violations Against Persons .................................................................................................... 28
## Bell Schedules:

<table>
<thead>
<tr>
<th>Regular Schedule</th>
<th>2 Hour Late Start</th>
<th>2:30 P.M. Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:12 – Bell Rings</td>
<td>Bell rings – 10:12</td>
<td>Bell rings -- 8:12</td>
</tr>
<tr>
<td>1st Hour – 8:15-9:03</td>
<td>1st Hour – 10:16-10:42</td>
<td>1st hour - 8:15 - 8:53</td>
</tr>
<tr>
<td>5th Hour</td>
<td>4th Hour - 12:55 – 1:34</td>
<td>6th hour - 11:07 - 11:39</td>
</tr>
<tr>
<td>A Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:43-12:03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:31 – 12:51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7th Hour – 1:48 -2:37</td>
<td>7th Hour – 2:17 – 2:52</td>
<td>7th hour - 12:55 - 1:43</td>
</tr>
<tr>
<td>8th Hour - 2:41 – 3:30</td>
<td>8th Hour – 2:56 – 3:30</td>
<td>8th hour - 1:47 - 2:30</td>
</tr>
</tbody>
</table>

### Assembly Schedule

<table>
<thead>
<tr>
<th>6th hour - 12:55-1:38</th>
<th>Meetings Day Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Hour - 8:15 - 8:58</td>
<td>2nd Hour - 9:02 - 9:45</td>
</tr>
<tr>
<td>2nd Hour - 9:49 - 10:32</td>
<td>3rd Hour - 10:32 - 10:52</td>
</tr>
<tr>
<td>4th Hour - 10:56 - 11:39</td>
<td></td>
</tr>
</tbody>
</table>

### 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)

The 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.

ACTIVITY BUS SCHEDULE

Activity buses will operate during middle school sports seasons to transport students directly to their homes. 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.
CHARGES - FEES - FINES

Students may be assessed fees for textbooks and other instructional materials, for participation in extracurricular activities, or for personal projects in lab classes. 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.

DAILY BULLETIN

The daily bulletin will be delivered electronically via email by the beginning of third hour. All parents will have the opportunity to receive the daily announcements via PowerSchool. If you would like to be on this list please contact the high school office. A copy will also be posted on the bulletin board near the high school counselor’s office. All announcements must be cleared through the principal’s office. Students are responsible for being aware of information shared in the announcements by checking their email on a daily basis.

SCHOOL CANCELLATIONS

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 an Alert Now Call to the phone number listed in Power School 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.

STUDENT & PARENTAL RIGHTS

CHILD ABUSE OF A STUDENT BY AN EMPLOYEE
(Board Policy Code No. 505.7)

It is the policy of the Pekin Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process. To make a formal complaint that triggers a Level I investigation, a written request must be given to building principal.

Level I Investigators have been appointed by Pekin Community Schools. The Guidance Counselor is the Level One Investigator and can be reached at (319)695-3707 or (319)661-2351. The alternate Level I Investigators will be the district superintendent of schools. A trained, experienced professional from the Jefferson County Sheriff’s department (641-472-4146) has been appointed as the district’s Level II Investigator.
CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION (281-IAC 103.7)

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 Dennis Phelps. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.

EQUAL EDUCATION STATEMENT

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 #401.1, #401.1-E, #401.2, #401.2-E-1, #401.2-E-2, #402-R-1, #407.3, #413, #413-E, #414, #602.1, #602.1-R, #602.1-E, #602.2, and #602.2-R.

FEE WAIVERS

The State of Iowa has implemented a law that requires school districts to fully, partially, and/or temporarily waive any and all instructional supply and other fees associated with school attendance for those students whose families meet income guidelines for these waivers. Application forms for Fee Waivers are available in the principal or superintendent’s office.

FREE AND REDUCED MEALS PROGRAM

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.
FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. However, since student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as to not disrupt the educational program of the district.

Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. Students who violate this policy may be subject to disciplinary measures.

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.

OBJECTION TO INSTRUCTIONAL MATERIALS (Board Policy Code No. 603.5)

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered. A Reconsideration of Instructional Materials Plan has been adopted by the Board and will be followed whenever a request for reconsideration is made.

OPEN ENROLLMENT (Board Policy Code No. 501.15)

Parents who wish to transfer their child into or out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the superintendent’s office on or before March 1 of the school year preceding the year in which the child wishes to transfer. This deadline may be extended if the parents show good cause, which for the purposes of open enrollment means a change in the status of a child or a change in the status of the child’s resident district.

PUBLICATIONS (Board Policy Code #503.3)

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.
SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substances (such as marijuana, cocaine, amphetamines, barbiturates), apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items by a student will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

Lockers and other facilities or spaces provided to students as a courtesy are owned by the school district. School officials may conduct periodic inspections of all or a randomly selected number of school lockers or other spaces. The official conducting the inspection shall have at least one other person present as a witness. Students may or may not be present when this inspection occurs. However, if students are not present at the time of inspection, they will be notified in a reasonable amount of time that an inspection took place.

SECTION 504 OF THE REHABILITATION ACT

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.

ANTI-BULLYING AND HARASSMENT:
(Board Policy Code No. 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:

- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance; or
- 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:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one’s grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- 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:

- 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,
- 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:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district’s web site,
- (other)____________________________________________________,

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:
  - 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:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - 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.
ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

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.
- 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):

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.

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.

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 high school principal and/or counselor before bully is readmitted back in to school.

Fourth Offense: The bully will be referred to the board of education with recommendation for expulsion.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district to assist certified personnel (Student privacy as outlined in federal law, FERPA, will be respected.). Student directory information will be provided to the public without written parental consent unless the parents have notified the administration by the first day of school or within three days of registering a student that they do not want information or portions of it about their student to be released without their written consent.

Directory information shall be defined as including, but not be limited to, the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports,
weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Students’ pictures may appear on the district website and in school publications unless parents notify the school in writing that they should not. Student names will not appear online for safety purposes.

**STUDENT GRIEVANCE PROCEDURE**

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 RECORDS**

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal’s office. The records contain information about the student and the student’s education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The board recognizes the importance of maintaining student records and preserving their confidentiality. A student’s parents may access the student’s educational records. Other than the parents, only authorized certified personnel, an emancipated student, authorized government officials, and appropriate authorities in a health or safety emergency may access the student’s educational records without the approval or the notification of the student’s parents. Parents of an emancipated student may not access records without the student’s permission.

It shall be the responsibility of the building administrator, as the person maintaining the student records, to approve requests for access to student records. Student’s educational records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying shall be charged.

After students graduate from Pekin High School, their cumulative record folders and discipline files are purged and only their transcripts are kept on file at the high school office. Student records for those having an IEP are kept on file for five (5) years and then purged.
TRANSFERS IN/OUT OF THE DISTRICT

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.

H.S. ADMISSION, GRADUATION, AND ACADEMIC INFORMATION

ACADEMIC LETTER

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, emblem, and bar. A certificate and bar will be awarded in succeeding years. Seniors receive awards on Awards Day; others receive awards during fall semester of the following year.

ACADEMIC ELIGIBILITY

Pekin Community High School Academic Eligibility Policy (1/8/13)
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:

1) Grades will be checked on Wednesday or Thursday morning of each week of the quarter starting in week number three.
2) To be eligible for extra-curricular activities, a student may not earn quarter grade of “F” in his/her academic classes.
3) Any student with any “F’s” 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.
4) 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.
5) Students considered ineligible for the following week will be allowed to practice with the team, but is not allowed to participate in any type of performance or competition.
6) The district will follow the State of Iowa regulations on “No Pass, No Play” for the grading periods at the end of the 1st semester and 2nd semesters.
7) Exceptions to this policy will be made only under extreme circumstances or from errors in the grade book and will be at the discretion of the building principal or principal’s designee.

ADMISSION REQUIREMENTS

To be admitted to Pekin Community High School, a student must have successfully completed the eighth grade. If a student has been receiving competent private instruction prior to the request for enrollment, either in a homeschooling situation or in a non-accredited school, that student will be required to (1) be tested by the Iowa Tests of Basic Skills or Iowa Tests of Educational Development to determine appropriate academic placement level, (2) present documentation from a licensed evaluator that work indicates successful completion of the basic educational program in private instruction and (3) follow procedures as outlined in Board Policy Code No. 603.14 -- Competent Private Instruction

COMMENCEMENT

Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony will be allowed to participate in commencement ceremonies. If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his or her final report card and diploma for completion of graduation requirements.

DROPPING and ADDING CLASSES

No student may drop a course after the first three days of a semester without receiving a semester “F” unless permission is granted by the counselor and principal. 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 three days of a semester without instructor, counselor, and principal approval. A minimum of six academic courses must be scheduled. Exceptions MAY be made for students who are eligible for the late arrival/ early release program.

EARLY GRADUATION

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 will no longer be considered a student and will become alumnus; however, the early graduate may participate in commencement exercises.

Honor Roll

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.
Independent Study

Independent study is open to senior students with the consent of the principal, counselor, and instructor. 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 ¼ 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.

Promotion-Retention-Acceleration

Students will be promoted to the next grade unless the principal and licensed staff determine 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.

Students with one or more exceptional abilities who, in the judgment of administrative and certified personnel, would benefit from acceleration in the education program may take classes in areas beyond their current grade level or participate in other approved areas of acceleration. Parents shall be contacted and agree to the acceleration of the student.

Reports

Students will receive report cards at midterm and 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- = .67, 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.

LATE WORK POLICY

Missing / late-work for assignments and projects will be accepted by all high school teachers until the end of the grading period for a minimum of 50% of their actual score. The specific school-wide date will be set and communicated to students each quarter. Students or parents who feel that this policy is not being followed should contact the principal’s office.

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.

**GRADUATION REQUIREMENTS (Code No. 605.4)**

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.

**Definitions:**

Graduation Requirements:

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):

- **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)**
  - (Band, Chorus, Art)
- **Computers- 1 Credit (1 Semester)**
  - (Business Computer Applications, Computer Graphics, PLTW Engineering)
- **Career Development- 1 Credit (1 Semester)**
- **PE- 4 Credits (8 Semesters)**
- **Electives- 17 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.

**POST-SECONDARY ENROLLMENT OPTION (Code Chapter 261C; 281-IAC 22.3)**

The Post-Secondary Enrollment Act (PSEO) provides $250 toward the cost of approved dual credit course work completed off campus. Juniors, seniors, and TAG identified freshmen and sophomores are eligible to take PSEO courses. Addresses of nearby postsecondary institutions and definitions of eligible courses are available in the guidance office. The following restrictions apply:

- The course must be taught at a public or accredited private institution.
- A comparable course is not offered in the school district (supplements curriculum, not supplants it).
- The course must be a credited course at the post-secondary institution.
- The course is not religious or sectarian.
- The appropriate forms must be completed and submitted to the counselor.

PSEO course grades and credits will apply to the student’s grade point and earned credits. Complete Senior Year Plus rules are available in the high school office.

**AP Courses**

Information on AP courses is available from the TAG instructor and guidance counselor. Students must be enrolled in 6.5 credits of courses before being allowed to take an AP course unless special permission has been granted and a parental agreement has been signed.

**ICN Courses**

Some post-secondary courses may be offered by colleges or universities through the ICN Network. Students and parents must understand that availability of such courses may be controlled by the originating institution.
**Internet Courses**

Some courses are offered on the internet by colleges, universities, or other educational services. If students choose to take one of these courses, they may do so at their own expense. These courses must be approved by the principal for transfer credit.

**ATTENDANCE INFORMATION**

Pekin High School students are expected to be in class and to make attendance a top priority. Only through attendance, and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

The Pekin School Board policy requires attendance of 160 days per year – Students are allowed to miss a maximum of 7 days per a single semester, but may not exceed more than 13 cumulative **excused and unexcused absences in a year**.

**Verified Excused Absences**

a. Participation in school-sponsored activities and as school-initiated student absences. (Students must make up work for school initiated absences)

b. Verified medical/dental appointments: (In order for medical or dental appointments not to be counted in the absences, the student or parent must present to the office an appointment card or note from the doctor’s office within 24 hours of the appointment.)

c. College Visits: Seniors are allowed two (2) college visits per year.

d. Death in family (Communication and approval by building principal is required)

e. Religious Holidays

**Unverified Excused absences**

- include, but are not limited to,

  a. Personal illness, family emergency: (Absences for five or more consecutive days due to illness require a doctor’s note.) A note with a rationalization must be provided upon arriving back at school or the absence will be counted as an unexcused absence.

  b. Family days: **This will be at the discretion of the principal**. Without pre-approval the absences will be unexcused and will be handled as a truancy. Family days will include work for the family business.

**Unexcused absences**

- include, but are not limited to, tardiness, shopping, hunting, commercial concerts, preparation for or participation in parties or other celebrations, haircuts, tanning, senior pictures, excessive appointments, failure to bring an excuse from home or if the excuse from home does not provide some sort of rationalization for the absence will be considered a truancy violation. Unexcused absences apply to class periods, full days, or any other part of a day.

On the eighth cumulative absence in a semester, or fourteenth of the year, the county attorney will be notified. The principal reserves the right on a case by case basis to determine whether an absence is excused or unexcused. If a note is not brought in with a rationalization for the absence then the absence will be counted as unexcused.
Parents may be notified when a student has missed the equivalent of five (5) school days. This notification will be an alert to the possibility of dropping the student from classes missed upon receiving the eighth unverified/unexcused absence and/or the case being turned over to the County Attorney upon receiving the eighth unverified/unexcused absence.

**Probation:**
Parents will be notified when a student has missed the equivalent of five school days (or periods from a specific course). This notification will be an alert to the fact that the student will be placed on probation and may be dropped from courses and required to complete class through e2020 in classes that were missed a total of eight (8) or more times.

Parents must notify the office as soon as possible of their child(ren)’s absence. Students are required to bring written excuses with rationalization for the absence to the office for any planned absences. This may be done by calling the office at 319-695-3705. If notification is not received by 9 a.m. the day of the absence, the office will attempt to contact the parents at their emergency number. Before a student is re-admitted after an absence, the student must bring a note signed by the student’s parents to the office explaining the reason for the absence. This procedure is for the safety and welfare of our students. Parent communication with the school is necessary in cases of extended absence.

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.

**Truancy**
Absence from school or classes without parental knowledge is truancy.
(Cutting class or a study hall is considered truancy)
Leaving school without permission of the principal or his/her designee is truancy.
Truant students who leave school grounds or skip class may be suspended from school (ISS or OSS).

**MAKE-UP PROCEDURES**
School work missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed.

1. When students can anticipate absences, every effort should be made to see that school work is made up in advance of the absence. Students who do not communicate with teachers about upcoming school related absences may be subject to late work policies.

2. In the event of an excused absence, all school work must be made up within the number of school days which are double those of the absence. Absences of more than five days will be made up as arranged with each teacher. It shall be the responsibility of the student to initiate a procedure with the teacher to complete the work missed.

3. Students with unexcused absences will be required to make up missed work immediately upon their return to school.

4. Students who do not make up their work as required by this policy could be subject to disciplinary action.

5. Provided the make-up work is completed within the approved time frame as noted in #2, students will receive full credit for work made up for excused absences.

Students or parents may appeal any of these actions through due process procedures.
RELEASE DURING SCHOOL HOURS

Students will be allowed to leave the school grounds during school hours only with prior authorization from their parent/guardian. 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.

SENIOR LATE ARRIVAL/ EARLY RELEASE

Open campus is a privilege available to Pekin CSD High School seniors with parent permission; This privilege may be revoked at any time if the student is not adhering to the student handbook. Students wanting to take advantage of this privilege must complete the board-approved agreement.

TARDINESS

Tardiness will be treated much the same as absenteeism as far as valid reasons determining whether tardies are excused or unexcused. Three (3) unexcused tardies will be considered the equivalent of one (1) unexcused absence. This will result in an one hour of detention. Students tardy to school will not be admitted to class without the written permission from the principal’s office. Students tardy to any class will be dealt with by the classroom teacher. The teacher has the right to ask that a student forfeit a hallway pass for a tardy if the student has passes remaining for that quarter. Students tardy to a class three times in a semester will be assigned a one hour detention. (See Detention Policy)

STUDENT HEALTH INFORMATION

ADMINISTRATION OF MEDICATION

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 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 non-prescription 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.
COMMUNICABLE DISEASES

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. The term communicable disease means an infectious or contagious disease spread from person to person or animal to person. 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.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student’s parent/guardian will be notified as soon as possible. The school, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel administer emergency or minor first aid, if possible. An ill or injured child will be released to the care of the parent/guardian, his/her designee, or qualified medical personnel as quickly as possible.

Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury.

When accidents involving personal injury occur, the injured student or staff member supervising the student is to notify the principal’s office at once. If medical treatment is needed, appropriate arrangements will be made, and, if at all possible, the student’s parent(s) will be notified. Within 48 hours of the accident, the staff member who was supervising the student is to file a Preliminary Accident Report in the principal’s office.

INSURANCE

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 policy holder 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.

STUDENT SERVICES

CLASS AND CLUB FUNDS & 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
students’ 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:
1. Spent for approved school purposes (in the nature of a class gift, etc.)
2. 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.)

Class Meetings

In the fall of each year, all classes will meet to elect officers. The officers elected shall be President, Vice President, Secretary,
Treasurer, and Student Council Representative. 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.

Class Sponsors

9th – Mr. Hadley, Mr. Dunham
10th – Mrs. Wittrock, Mr. Hotz
11th – Mrs. Brom, Mrs. Strausser, Mrs. Snicker
12th – Mr. Bartels, Mr. Magill

FUND RAISING

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.

GUIDANCE AND COUNSELING

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.

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.

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.

SPECIAL EDUCATION

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.

STUDENT ASSISTANCE PROGRAM

The staff of the Pekin Community School District recognizes that students can experience problems which might have an adverse effect on their behavior, conduct, or academic performance in school. The Student Assistance Team composed of teachers, counselors, the principal, and the school nurse, if necessary, are available to develop ways to help individual students who have recurring problems in the areas of academics, attendance, discipline, or health and safety. Students may be referred to the Student Assistance Team by any concerned staff member, parent, or fellow student.

STUDENT COUNCIL

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 election by classes and include all class presidents, vice-presidents and all class officers of the 11th and 12th grade classes. Three additional members are selected by faculty. The student council is governed by constitution as well as by district rules and regulations.

STUDENT ORGANIZATIONS

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. Provisions governing this regulation are outlined in Board Policy Code #503.2.

**TALENTED AND GIFTED PROGRAM**

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.

**DISCIPLINE**

**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.

**SCHOOL STANDARDS FOR DISCIPLINE**—

Maintenance of orderly conduct of pupils is a necessity in every school situation so that maximum learning may occur. Effective discipline is a necessary ingredient of quality education. It shall be the intent of this handbook to foster and approve only those standards of conduct that assure continuity of classroom work without disruption, protect the school against disorder, and insure the rights and welfare of others.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, discipline underlies the whole educational structure. It is the training that develops self-control, character, order, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, the student may form a correct attitude toward it, and not only do his/her part in making school an effective place of learning, but also develop the habit of self-restraint, which will make the student a better person.

This discipline policy establishes the rules governing the conduct of pupils in order to maintain a disciplined scholarly atmosphere, to achieve maximum educational benefits for all students, and to permit the orderly and efficient operation of the school district.

The discipline policy shall apply to students:
- while on school premises,
- while on school-owned and operated school vehicles or on chartered vehicles being used for school activities,
- while engaged in school-sponsored activities, and
- while away from school grounds if such conduct would directly affect the good order, efficiency, management, and welfare of the school.
BREACH OF DISCIPLINE

Breach of discipline is any conduct of a student that interferes with the maintenance of school discipline. Behavior which conflicts with the educational program or that is antagonistic to the rights of other students to attain their education will not be permitted.

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. As noted in letter E above, 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.)

• Violations Against Persons

A. Fighting – mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
   1st Offense: 1-3 day ISS/OSS
   2nd Offense: 3-5 day ISS/OSS
   3rd Offense: 6-10 day ISS/OSS

B. Assault – 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
   1st Offense: 1-3 day ISS/OSS and/or referral to legal authorities
   2nd Offense: 3-5 day ISS/OSS and/or referral to legal authorities
   3rd Offense: 6-10 day ISS/OSS and/or referral to legal authorities

C. Bullying or Harassment – See Bullying and Harassment Policy

• Violations Against Public Health and Safety

A. Tobacco – possession or use of tobacco in any form
   1st Offense: 1-3 day ISS/OSS
   2nd Offense: 3-5 day ISS/OSS
   3rd Offense: 6-10 day ISS/OSS

B. Possession – possession, use of, or attendance under the influence of a controlled substance, alcoholic beverage or substance represented to be such
   1st Offense: 1-3 day ISS/OSS
   2nd Offense: 3-5 day ISS/OSS
   3rd Offense: 6-10 day ISS/OSS
   In all cases a referral to the SAT Team will result.

C. Sale or Distribution of Substances – sale or distribution of substances, alcoholic beverage or substance represented to be such, including drug paraphernalia and prescription drugs
   1st Offense: Suspension with recommendation of expulsion.
• **Violations Against Property**

A. **Extortion** – threatening or initiating any student for the purpose of, or with the intention of, obtaining money or anything of value from the student (hazing)

1st Offense: 1-3 day ISS/OSS  
2nd Offense: 3-5 day ISS/OSS  
3rd Offense: 5-10 day ISS/OSS

B. **Theft** - stealing or attempting to steal private or school property

1st Offense: 1-3 day ISS/OSS  
2nd Offense: 3-5 day ISS/OSS  
3rd Offense: 5-10 day ISS/OSS

C. **Willful damage to school, staff, or student property** – any student who does substantial damage to any property, real or personal belonging to the school, staff or students

1st Offense: 1-3 day ISS/OSS  
2nd Offense: 3-5 day ISS/OSS  
3rd Offense: 5-10 day ISS/OSS

Students will also be asked to make financial restitution for any monetary loss caused because of the damages.

D. **Trespass** – the term “trespass” shall mean entering into or remaining upon property without justification or without the implied or actual permission of the principal or other designated person in authority with the intent to commit a public offense or to use, remove, alter, damage, harass, or place thereon or therein anything animate or inanimate. (Civil authorities may be notified)

1st Offense: 1-3 day ISS/OSS  
2nd Offense: 3-5 day ISS/OSS  
3rd Offense: 5-10 day ISS/OSS

• **Violations Against Public Decency and Good Order**

A. **Use of obscene or profane language** – use of profanity or words which describe sexual conduct, words or gestures which describe conduct offensive to community standards and which do not have a serious literary, artistic, or scientific value.

1st Offense: 1-3 day ISS/OSS  
2nd Offense: 3-5 day ISS/OSS  
3rd Offense: 6-10 day ISS/OSS

B. **Use of language that is disparaging or demeaning** – words which are spoken solely to harass or injure other people, such as threats of violence, defamation of a person’s race, religion or ethnic origin.

1st Offense: 1-3 day ISS/OSS  
2nd Offense: 3-5 day ISS/OSS  
3rd Offense: 6-10 day ISS/OSS
• Violations Against Order and Educational Procedure

A. Defiance or Insubordination – Defiance: Expressions, comments and/or other actions intended to demonstrate disrespect or noncompliance; direct refusal to follow directions of school staff personnel.

1st Offense: Detention or 1-3 days ISS/OSS
2nd Offense: 3-5 day ISS/OSS
3rd Offense: 6-10 day ISS/OSS

B. Students are forbidden to bring into school or onto school grounds or property any item that is ordinarily considered to be a weapon (Examples include knives, guns, chains, metal knuckles, fireworks, or explosives) Pocket knives, lighters, and any other objects with great potential for misuse will be confiscated but might not be classified as weapons. 1st Offense: Suspension with recommendation of expulsion

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

D. Students will be expected to stay for an assigned detention even when there are no extra curricular buses available. Student’s serving detention will need to arrange for a ride after the scheduled detention.

DISCIPLINE REFERRAL AND SUSPENSION POLICY

Whenever a teacher sends a student to the office, he/she will need to fill out a referral form explaining what misbehavior by the student created the need to remove the student from the classroom. It is preferable that the discipline referral form be sent along with the student to the office; however, in cases of gross misbehavior, the need for removal might preclude completing the form at the time of the incident. If this should happen, at the first opportunity the teacher should complete the form and submit it to the principal.

A disciplinary referral is the first step in the removal, suspension, and/or expulsion process. Discipline referrals may also be issued for behavior that did not cause the removal of the student from the classroom but in the judgment of the teacher was severe enough or continual enough to warrant stronger action than normal classroom disciplinary sanctions.

Outlined below is the design of the Pekin Community School District discipline referral process.

1. First offense
   a. Teacher contact with student’s parents & teacher-student conference (documented by submitted referral form).
   b. Should take place within 24 hours of the incident: maybe be email, text, or telephone.
   c. Teacher determined consequence.

2. Second offense
   a. Teacher contact with student’s parents & teacher-student conference (documented by submitted referral form).
   b. Contact may be by telephone or in person and should occur within 48 hours.
   c. Before / after school detention served with teacher.

3. Third offense
   a. Teacher, principal, student, parent conference.
   b. Conference to be held within 72 hours (usually during the regular school day).
   c. Before / after school detention served with principal.
   d. Referral to the Student Assistance Team. At this time it might be necessary to write an Behavioral Improvement Contract with the student if violations are deemed serious.

4. All subsequent offenses
   a. The discipline plan developed during the previous step will be applied.
b. Depending on the severity of the offense, a hearing before the school board might be required. (In all meetings with the school board, the student, his/her parents, and all staff involved will be asked to be present.)

***The nature and severity of the student’s misbehavior will determine which sanction is utilized as a disciplinary consequence. Normally, these disciplinary sanctions will be applied in a progressive fashion: initial conference, detention(s), in-school suspension, out-of-school suspension, board hearing. However, gross violations of behavioral standards will receive more severe disciplinary consequences. While the assignment of a particular disciplinary sanction is the prerogative of the principal, the recommendation of the teacher will be strongly considered.

EXPULSION OF STUDENTS

Whenever the superintendent or principal deems the presence of a student detrimental to the best interests of the school, the student can be temporarily dismissed pursuant to school regulations and recommended to the Board of Education for expulsion. All procedures pertaining to student expulsion will follow State Law and requirements established in Board Policy Code No. 502.3.

PUBLIC DISPLAYS OF AFFECTION

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, any show of affection beyond holding hands is regarded as improper.

SUSPENSION OF STUDENTS

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

The principal of each school building may temporarily suspend a student for disciplinary reasons until a satisfactory conference has been held with the student, his/her parent/guardian, and the principal or designee. The temporary suspension may be for a maximum of ten (10) days. Due process procedures as listed below will be followed. These procedures include the right of the student to:

1. be given oral and/or written notice of the charges.
2. be given the opportunity to admit or deny such charges.
3. be given an explanation of the evidence against the student if he/she denies the charges.
4. be given an opportunity to explain the situation.

The president of the Board shall be advised immediately in writing of all short-term and extended suspensions. Re-admission of the student after suspension will be done by the building principal or dean of students. If the matter is not satisfactorily resolved in the conference with the parents, the parents/guardians may request a hearing with the superintendent and bring whomever they wish to represent them or be their spokesperson. If the matter is not resolved at this meeting, the parents/guardians may request a hearing before the Board of Education and have counsel to represent them and witnesses if they so choose as explained in Board Policy Code No.: 502.3-R.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.
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. 502.1).

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.

**Cell Phones/Personal Devices** - While cell phones and personal devices such as kindles and ipads are permitted in the district, the administration reserves the right to take these devices from the student if a problem or disruption is being caused by the use of these devices.

• First offense: Device will be taken away for the remainder of the day and will be given back when the day is over and the student is leaving the school.
• Second offense: Device will be taken away for the remainder of the day and a parent will be required to come to the school and pick up the device.
• Third offense: Student will not be permitted to bring a personal device to the school for the remainder of the school year.
• Fourth offense: Student will not be permitted to bring personal devices for the remainder of their career at the school.

If a student is found to be doing any violations on that device that fall under any of the categories in this document, they will also be subject to the consequences outlined in that section as well.

**Theft** - Theft will not be tolerated. Anyone found to be stealing equipment from the school district will face the following consequences.

• First offense: One to three days out of school suspension or in school suspension.
• Second offense: Three to five days out of school suspension or in school suspension.
• Third offense: Five to ten days out of school suspension or in school suspension.

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

**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.

*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.”

*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.

*If a person violates more than one section, the punishments can be compounded together if the administration sees fit.

*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 instructors 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 Powerschools 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.

**APPEARANCE OF STUDENTS**

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair-style 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 headgear (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/ finger-tip length.
4. Attire which reveals too much mid-drift 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 which are illegal for use by minors is not permitted.

8. Bandanas or other clothing displaying obscene material or profanity is not permitted. 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 which 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.

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.

CAFETERIA

The services of the cafeteria 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 breakfast program is served only in the elementary/middle school cafeteria. All students, regardless of grade level, are welcome to take advantage of the breakfast program.)

The school’s wellness policy does not allow the purchase of soda during the school day. Juice, water, milk, and sports drinks may be purchased. Only approved beverages out of the vending machine in the lunchroom.

All dishes must be returned to the dishwashing counter and paper products placed in the garbage cans near this counter. Students bringing their own lunch must eat in the cafeteria.
CARE OF SCHOOL PROPERTY

Accidental damage to school property will normally be handled in one of two ways, depending on the level of supervision. If the damage is the result of student horseplay or other student-initiated activity, those students involved will be assessed the costs of repair or replacement, or a fine commensurate with the damage. Should the damage occur as the result of an activity supervised and/or sanctioned by a staff member, the school will assume responsibility for any repair or replacement costs. Students will abide by the district’s computer use policy or will have their privilege to use school computers removed.

CHURCH NIGHT

Wednesday night is designated as church night. No school functions, practices, or games will be scheduled after 6:30 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.

DETENTION POLICY

In the high school detention will be held after school twice a week before or after school throughout the year.

1. Students will bring books and study materials and must be working or reading the entire detention.
2. Detention will be served in the designated classroom. Students will sit where assigned. Students will sit up straight with feet flat on the floor. Sleeping or laying one’s head down will be grounds for dismissal from detention.
3. Students will work productively independently and will not disturb other students.
4. Students assigned detention will serve it the next day detention is held. Same-day detentions will not be assigned unless students request that day.
5. Detention runs from 3:40 until eight minutes before the late bus or 5:30. A break will be provided at the discretion of the supervising staff member.
6. If students fail to attend an assigned detention or violate detention rules, they will be suspended from school until they return with their parents or until suitable arrangements are made with their parents. Seniors will lose early release or late start.

Assigning detention: A third tardy to the same class in one semester will be an automatic hour detention. The teacher will make a personal contact with the parent about the concern. A detention will be assigned for the third tardy and every tardy (one hour) after that. Parents will need to meet with the principal, teacher, and student after the fourth tardy because the student’s continued enrollment in the class will be in question. Teachers will continue to handle routine discipline in the classroom, and detention will be reserved for more serious or repeated behaviors. **Students with excessive tardies to class may also be subject to Saturday school.**

ELECTRONIC DEVICES

Students will be permitted to carry their personal electronic devices while at school. While students may carry their cell phones for nonverbal communication and networking during passing periods and lunch, all students must abide by classroom rules while in class. In the case of an emergency, students may ask permission to come to the office to make calls on their phones. Laser pointers are prohibited at Pekin Schools and will be confiscated and not returned. If cell phone expectations are not followed they may be confiscated by any faculty member without discussion / student feedback. Students who fail to hand over their cell phone to staff members will receive consequences as outlined in the “Violations Against Order and Educational Procedure”.

2013-2014 HS Handbook.docx  36
Cell phones that are confiscated and sent to the office will be handled as follows:
1) Returned to student at the end of the day.
2) Returned to parent. Student will lose electronic privileges privileges for 5 school days.
3) Returned to parents at the conclusion of the school year. Student will lose all electronic device privileges.

LOCKER PADLOCK

Students must use a SCHOOL PADLOCK ON THEIR DRESSING ROOM LOCKER. This padlock becomes the responsibility of the student. If the padlock is not returned at the end of the school year, the student will be assessed a $7 replacement fee.

LOST AND FOUND

A lost and found department is maintained in the principal’s office. If a student should lose anything, he/she should go to the office and inquire about the missing item. Articles not claimed at the end of two weeks may be disposed of.

LUNCH PROCEDURES (TBD after construction)

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.

Students eating the school lunch are to enter the cafeteria through the northeast door (near the music room and the stage). Students should form a single file along the south and east walls and proceed through the lunch line. 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.

MEDIA CENTER

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.

A photocopy machine in the library enables students to make copies without removing materials from the library. Personal copies cost $0.05 per page. If a student is needing to make copies for a class and wishes to avoid paying the charge for personal copies, he/she must either be accompanied by the teacher for whose class the copying is being done or have a pass from that teacher indicating what copying is required and on what date.
PERFORMANCES

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.

SCHOOL ASSEMBLIES

When an assembly is called, students are to proceed directly to the gym or auditorium and be seated as quickly and quietly as possible. Attendance at some assemblies might not be mandatory. Students who choose not to attend such optional assemblies are to report to the area designated for them. This area will be announced in the daily bulletin.

SOCIAL EVENTS

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. All high school events are to be concluded by midnight. Middle school dances conclude at 9:00 P.M.
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. For high school events, all out of school dates must be registered in the office in advance. An out of school date not signed up prior to the event will not be admitted.
5. At all entrances, signs are to be posted which state the following:

   The rules listed below guide all social functions at Pekin Community High School. Any student or guest who chooses not to abide by these rules will face disciplinary sanctions up to and including legal prosecution.

   1. All guests must be signed in before the dance.
   2. No student or guest shall possess, consume, or be under the influence of alcohol or drugs.
   3. No student or guest shall possess or use tobacco in any form.
   4. No verbal or physical abuse of any person(s) will be tolerated.
   5. Disruption of the event will not be tolerated.
   6. Any student or guest who leaves the event will not be readmitted.

STUDENT LOCKERS

Each student will be assigned a hall locker. These lockers are for the use of students during the school year but remain, at all times, the property of the school district. Students are expected to use their own lockers and keep them neat. The high school lockers have a built-in combination lock. School-issued padlocks are also available. Middle school students may check out a school-issued padlock. In order to maintain the security of lockers, students should not share locker combinations with other students. If a student wishes to put a padlock on his/her locker, it must be a school-issued lock obtained at the school office.

Lockers and other facilities or spaces provided to students as a courtesy are owned by the school district. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers or other spaces. The official conducting the inspection will have at least one other person present as a witness. Students may or may not be present when this inspection occurs. However, if students are not present at the time of inspection, they will be notified in a reasonable amount of time that an inspection took place.
STUDY HALL

1. The student should bring all necessary materials with him or her to the study hall.
2. The student must sit in his or her assigned seat.
3. Prior to leaving his or her seat to speak to someone else, the student must secure permission to do so from the study hall coordinator.
4. The student is to sit up to the table with his or her feet under the table.
5. Only one boy and one girl may be checked out of study hall at a time.
6. The student should bring school work or reading to study hall.
7. A student may lose some or all privileges if they violate study hall procedure.
8. Use of the drink machines is at the study hall coordinator’s discretion.

TELEPHONE CALLS

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.

USE OF MOTOR VEHICLES

Driving a motor vehicle to and from school is a privilege—not a right. 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. 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. 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.

Students who need to bring vehicles to certain classes may park in the shop area only when working on their vehicle. The teachers of these vocational classes will have 5 parking permits that will be issued to students and these must be displayed on the dash of the parked vehicle. If there is no permit displayed, the vehicle will have to be moved and parked in appropriate school parking.

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.

**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.

**WEAPONS IN SCHOOL (Board Policy Code No. 502.7)**

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.

**EMERGENCY PROCEDURES**

**FIRE AND EMERGENCY EVACUATION PROCEDURES**

Fire drills will be conducted periodically throughout the school year. In the high school building and in the elementary/middle school building the fire alarm is a continuous sounding horn. In the media center addition the fire alarm is a alternate sounding horn accompanied by flashing strobe lights. Whenever the fire alarm sounds, all persons in the building are to leave the building immediately. Never assume that it is a false alarm! Leave the building in single file quickly and quietly, following the directions that are posted near the door of each room. Teachers should accompany their classes and direct the students.

Teachers should switch off the lights and close the door as they leave their classrooms. Once outside, keep the students moving until everyone is at least 50 feet from the building. Make sure that the exits are not blocked so that emergency vehicles and personnel have easy access to the building. After exiting the building, each teacher should take role of his or her class to make certain that all students have exited the building.

If the procedure is a drill, the principal will give the all clear to indicate the drill is over. Do not return to the building until the all clear is given.
STORM WARNINGS

The school will be given an alert in case of severe storm or general tornado conditions, followed by a warning if a tornado or severe weather should approach the area. If a tornado seems near, students will be directed to the safest part of the building and kept there until all is clear.

In the event of a severe storm, students will not be released to go home, except in instances where parents call for them in person or give written permission for them to be released to the custody of a relative or a neighbor. In the midst of severe weather, parents are asked not to make telephone requests for their students. In case a severe storm is in progress or appears imminent, dismissal time will be delayed until it is safe to send the students home.

TORNADO AND SEVERE WEATHER PROCEDURES

Tornado drills will be conducted periodically throughout the school year. The tornado alarm will normally be an announcement made over the intercom. Should the intercom not function, a horn will be sounded in all hallways.

Once the tornado alarm sounds, follow the directions which are posted near the door of each classroom. If the instructions require movement to another room, do so quickly and quietly in single file. Once in the assigned location, squat/kneel down and cover the back of your neck with your hands. Teachers should model the proper safety position and insist that all students assume this protective position (especially middle school and high school students!). Teachers are to take role to certify that all students in their class are with them. Remain in the assigned location until the all clear signal is given by an administrator.

EXTRACURRICULAR ACTIVITIES

AUTOMATIC LOSS OF ELIGIBILITY  (Code No. 503.9)

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.”

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 and Middle 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, in the High School, 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.

ELIGIBILITY FOR ATHLETICS AND OTHER ACTIVITIES

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 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 may be required to stay after school. Practices or contests might be missed when students have to attend work on academics.

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.)

GOOD CONDUCT ELIGIBILITY POLICY:
REQUIREMENTS FOR STUDENT ACTIVITY PROGRAMS (Code No. 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 worthy 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 or 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 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
   Note: Once a particular sport activity season has begun and a student has started a sport, he or she cannot change to another sport without the consent and approval of the coaches involved and the administration.

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 which 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.). Such rules will be approved by the High School Principal or Athletic Director 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:
a) TIER I
   i) Sell, manufacture or distribute illegal drugs, controlled substances, or imitation controlled substances;
   ii) 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.
   iii) Operate a motor vehicle while under the influence of alcohol, illegal drugs or controlled substances;
   iv) Possess, use or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or possess drug paraphernalia;
v) 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[2]

vi) 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;

b) TIER II
   i) Use, possess and or distribute tobacco or imitation substances;
   ii) 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[3]:
   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.

   TIER I
   • 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.

   TIER II
   • First Offense: Six (6) weeks competition/performance suspension from all extracurricular activities.
   • Second Offense: Twelve (12) weeks competition/performance suspension from all extracurricular activities.
   • Third Offense: One (1) year suspension from all extracurricular activities.
   • Fourth Offense: Permanent suspension from all extracurricular activities.

   Discretion of Administrator: The duration of the suspension shall be determined initially, within the range of penalties detailed above, by the administrator making the decision to impose such penalties (see footnote #3) based on the severity of the offense. An appeal to the Board may result in rescission of the suspension, reduction of the suspension, or the imposition of more severe penalties within the range of penalties detailed above, at the discretion of the Board.

   Two or More Simultaneous Violations: In any incident that involves more than one type of conduct violation, sanctions will not be combined. The most serious type of violation will be used as the base violation and the sanction for that violation will be imposed, provided that the other conduct may be used in determining the length of the sanction imposed.

   Penalty Reduction: Any student who comes forward and admits to a District Administrator or Athletic Director a violation within twenty-four (24) hours after it occurs and provides complete and accurate facts about his/her involvement, shall have the penalty that would have been imposed, reduced by one-half (1/2). The Principal will have the sole authority and discretion to determine whether a student has complied with this section and whether the student is eligible for a penalty reduction.

   Early Eligibility Reinstatement: A first or second offense involving alcohol or drugs will be reduced by one-third (1/3), if the student successfully completes counseling, and alcohol or drug rehabilitation at the student’s expense unless it is determined that such reinstatement would not be appropriate. Other students
may likewise reduce the penalty through community service. These activities must be approved in advance by the Principal and the student must totally complete the activity prior to any reinstatement.[4]

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.[5]

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]

[1] The following rules and policies have been approved by the Pekin Community School District Board of Directors, under the authority granted by Iowa Code Sections 279.8, 282.4, 282.5, and Iowa Administrative Code Sections 281-36.14 and 281-36.15.
[2] Attendance with parents at a function where alcohol is served legally to adults of legal age shall not be considered a violation of the good conduct policy unless alcohol or a drug, controlled substance or imitation controlled substance is consumed by the minor student or the minor student participates with others who are illegally consuming alcohol or a drug, controlled substance or imitation controlled substance and the student knows or reasonably should know that such illegal consumption is occurring.
[3] Note: The specific determination of the exact penalty within each range shall be made by taking into account factors surrounding the violation, including but not limited to: severity of violation, student intent, student cooperation, injury to student or others, the potential for harm to student or others, student attitude, and other matters deemed to be important factors in the specific case at the discretion of the Principal, Activities Director, or Sponsor. 

[4] Notice – The combination of the penalty reduction for admission of a violation and the early eligibility reinstatement shall not exceed a total reduction in penalty of more than two-thirds (2/3) (66 2/3%). Penalty reductions for the reasons stated are at the sole discretion of the Principal, and the full penalty may be reinstated by the Board upon appeal within the range of penalties allowed.

[5] For the purposes in this policy, the term “Principal” shall refer to the principal or assistant principal of the student’s school of attendance and/or their designee which may include Activities Director.

[6] If an action or response is due during a vacation period of five (5) or more days, “school days” shall mean generally adopted “business days” (i.e., Monday through Friday, except state and/or national holidays).

HIGH SCHOOL SUSPENSION - ACTIVITIES POLICY

During suspensions students are considered absent (excused) from class. It is the responsibility of the suspended student to obtain any / all work assignments from his or her teachers. A student serving an in / out-of-school suspension is not allowed to participate in any school sponsored event or contest throughout the duration of his or her suspension. A student serving an out-of-school suspension is not allowed on the school premises or allowed to attend any school-sponsored activity (practice or contest) during the term of the suspension.

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.