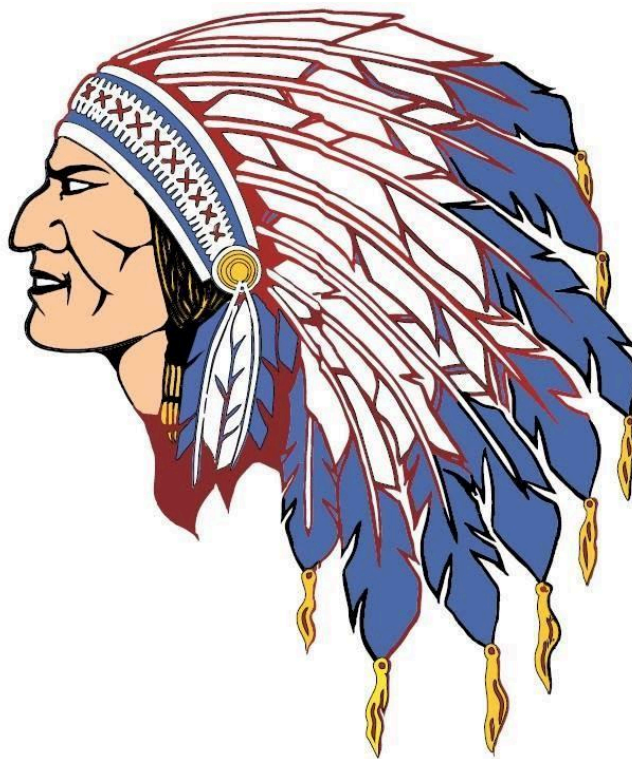


PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

Student & Family Handbook
2025-2026



<https://www.pawneeschools.com>

BOARD OF EDUCATION

Jerry Clarke, President
Jessica Megginson, Vice President
Amy Boblitt, Secretary
Travis Guess, Member
Joe Morell, Member
Travis Simpson, Member
Josh Ward, Member

Molly Edmonds, Pawnee Superintendent	217-625-2471 ext. 1202
Nicole Goodall, Pawnee JH/HS School Principal	217-625-2471 ext. 1206
Chris Hennemann, Pawnee Grade School Principal	217-625-2471 ext. 1224
Leanne Gehrs, Pawnee Director of Student Services	217-625-2471 ext. 1209
Blake Lucas, Pawnee Athletic Director	217-625-2471 ext. 1252
Pawnee District Health Services	217-625-2471 ext. 1203
Pawnee District Fax	217-625-2251

MISSION STATEMENT

Pawnee School District with cooperation of the community, parents, and students will create a community of empowered learners in an atmosphere of mutual respect and trust.

SCHOOL DISTRICT PHILOSOPHY

Pawnee School District In active partnership with parents and community, will promote excellence in a caring environment in which all students can learn and grow. This partnership shall empower all students to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

PURPOSE OF THIS HANDBOOK

The Student and Family Handbook is a reference guide for students and families in the Pawnee School District. The Handbook includes information about student academic and behavior expectations, student and family rights, and other various requirements and policies pertaining to enrollment in Pawnee Public Schools.

TABLE OF CONTENTS

GENERAL INFORMATION	4
STUDENT AGE, RESIDENTIAL REQUIREMENTS AND FEES.....	7
GRADUATION AND PROMOTION REQUIREMENTS.....	9
STUDENT ATTENDANCE.....	12
IMMUNIZATIONS, PHYSICAL EXAMS AND HEALTH POLICIES.....	15
SCHOOL FOOD SERVICE.....	19
CONDUCT, SCHOOL CULTURE AND RIGHTS.....	20
STUDENT RESPONSIBILITIES/RIGHTS.....	21
STUDENT DRESS CODE.....	22
TEACHER RESPONSIBILITIES/RIGHTS.....	22
PARENT RESPONSIBILITIES/RIGHTS.....	23
STUDENT DISCIPLINE.....	23
BULLYING, HAZING, DISCRIMINATION, HARASSMENT AND REPORTING.....	30
TECHNOLOGY POLICIES.....	35
SPECIAL EDUCATION.....	39
RECORDS.....	40
DESTRUCTION OF RECORDS.....	44
STUDENT PRIVACY.....	44
TRANSPORTATION.....	47
NOTICES.....	49
AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING	
BEHAVIORS, AND BOUNDARY VIOLATIONS.....	52
SOCIAL SERVICES.....	54

GENERAL INFORMATION

Visitors must:

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

Arrival to School

Students shall not arrive at school before 7:50 a.m. unless they are eating breakfast from 7:40 am-8:10 am or enrolled in an early bird course. Parents/guardians will be notified by the attendance center of arrival and departure times and procedures each year.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact their child's principal.

Chain of Command

If a parent/guardian has a concern, the proper chain of command will be used. School personnel should be contacted in this order:

- Teacher/Coach/Sponsor
- Principal and/or Athletic Director
- Superintendent
- Board Member

When calling with a concern, the parent/guardian will be asked if the chain of command has been followed.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Conferences

Parents/guardians are encouraged to confer with teachers concerning their child's educational progress. They are requested to contact the teacher via email or phone before making a visit to avoid scheduling conflicts. Parents must sign in at the school office before going to the conference location. Teachers are generally available between 7:50 a.m. to 8:10 a.m. or 3:12 p.m. to 3:20 p.m. each day. Arrangements may also be made for other times during the school day.

Times are set aside each school year specifically for parent-teacher conferences. We attempt to talk with most of our parents on these dates. However, we do not limit our conferences to these times. It is our philosophy that the education of each child requires a joint effort by both parents and school personnel.

In order to allow parents/guardians the opportunity to attend school conferences or classroom activities related to their child, the *School Visitation Rights Act* ("Act") requires an employer to grant an employee leave of up a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, if the conference or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by an employee of an employer that is subject to the Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Please contact the Illinois State Board of Education for more information on parental rights under the *School Visitation Rights Act*.

Dances

Dances are a privilege for students. If a student is not in attendance by 12:00 noon (10:00 a.m. on a 12:00 p.m. dismissal day, 11:00 a.m. on a 2:00 p.m. dismissal day) on the day of a school-sponsored dance, he/she will not be allowed to attend. Students must abide by all school policies during dances. Dances may be subject to eligibility rules. Failure to abide by school rules during a dance may subject the student to discipline. Student guests for high school dance must be a current high school student and under age 21. All dances will be under the supervision of the school administration and the organizational sponsors. Other persons may chaperone at the sponsors' request, provided that they are listed on the school's volunteer list.

All students who attend the dances will remain in the building until the end of the dance. Any student who leaves the building without specific permission to do so will not be permitted to re-enter. Only Pawnee students may attend dances unless prior written approval has been granted by the school administration. School dress codes will apply to all dances with exceptions to be prior approved by the administration. Students will have the option to opt out of being on court for school dances. Prior to the dance court voting, the sponsor will put a notice in the announcements requesting the names of any students requesting to be removed from the ballot. Once a student is removed from the ballot, he/she will be removed from ballots for any court nominations for the remainder of the school year.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify the parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

TeacherEase & Google Classroom

TeacheEase provides the ability to view grades, assessment results, discipline, lunch accounts, and attendance via the Internet. TeacherEase is available through our website, <https://www.pawneeschools.com>. Also, TeacheEase is not available during the summer months. Please contact the appropriate school office with any questions.

Google Classroom is an ed-tech platform offering communication, collaboration, and coaching tools between students and teachers. Parents/Guardians will need to provide approval for students to utilize this tool. Alternatives to technology, such as textbook use only, can be provided.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Students shall travel to and from school on school-provided transportation. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students will attend academic related field trips unless there is a significant safety, academic or behavior concern. Students may attend reward trips if they meet the criteria established prior to the field trip. Please discuss any medication needs with the school-sponsored chaperone and/or district nurse.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school;
- Missed ten (10) or more days of school (excused or unexcused) includes no more than ten (10) days missed in a class period;
- Special circumstance with approval of the principal.

**Extra-curricular clubs may have additional criteria to be eligible to attend. See club by-laws for more information.

Invitations, Gifts, and Treats

Birthday and classroom treats must be approved by the classroom teacher prior to bringing them to school. Homemade treats and/or snacks are not allowed at Pawnee Grade School. All treats must be individually prepackaged and sent in the original packaging. Party invitations or gifts for classmates may be brought to school to be distributed as long as all classmates receive them. The office is unable to release addresses and phone numbers of students.

General Building Conduct

Pawnee students are prohibited from engaging in behavior that will endanger, or threaten to endanger, the safety of others, that will damage property or that will impede the orderly conduct of the school

program. The **Code of Conduct** applies to all students while traveling to and from school, during school hours and/or while on Pawnee CUSD#11 property, adjacent property, or any property host to a school-sponsored activity.

Locker Policy

The school district provides a number of lockers and locks for student use. While the district may permit a student to use a locker and may assign a locker to a student, the locker remains the property of the school district. Students should lock all lockers. There is no school insurance to cover stolen items. The Board of Education, to preserve its property and to ensure the security, cleanliness, and physical integrity of the locker and the safety and well-being of the students and faculty, reserves the right to inspect, through its agents, any or all of the lockers. Students should not keep opened food or drink in their lockers. Items placed on a locker should be approved by the building principal. At the high school, students must keep their bookbags, purses, and other items in their lockers throughout the school day, unless approval has been provided by school administration to keep on their person.

Safety Drill Procedures and Conduct

Students are required to be silent and shall comply with the directives of school officials during emergency drills. There may be a minimum of three (3) evacuation drills (fire), a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) earthquake drill, a minimum of one (1) law enforcement drill, a minimum of one (1) active shooter drill, and a minimum of one (1) bus evacuation drill each school year. Additionally, there may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. Students and staff are to evacuate the building in an orderly fashion, as quickly and quietly as possible, following the evacuation plans posted in each classroom.

STUDENT AGE, RESIDENTIAL REQUIREMENTS AND FEES

Any individual who has not graduated from high school and is a resident of the District is entitled to attend a District school and to receive the instruction necessary to graduate, provided that such individual meets the standard for admission as determined by the Board and/or applicable federal and state statutes, rules and regulations. A student, other than a special education student, who is eighteen (18) years or older and who cannot graduate before such student's twenty-first (21) birthday may only attend an alternative or adult education program.

Residents

Any individual under the age of eighteen (18) years, except as otherwise provided by any law, rule or regulation, is considered a resident of the District if such individual meets one (1) or more of the following criteria:

- Resides with one (1) or more natural or adoptive parents within the District unless otherwise ordered by court of competent jurisdiction;
- Resides with a court appointed guardian within the District;
- Resides in a foster home within the District;
- Resides in the District with a resident who has assumed legal responsibility for the student;
- Resides in the district as an emancipated minor;
- Resides with a resident adult who exercises legal responsibility for the child.

Students experiencing homelessness should speak to the Director of Student Services, Leanne Gehrs, lgehrs@pawneeschools.org.

Verification of Residency

It is the responsibility of the building administrator (principal, assistant principal, dean, counselor, or administrative assistant) to verify the residence of a student. Post office boxes are not acceptable as proof of residency. Administrators will request the following documents to verify an address:

Provide **one item from Category I and one item from Category II** in order to prove residency.

- o **Category I:** Documents related to identification or ownership/rental. • Valid ID – Such as a Driver's License or Passport • FOID Card • Mortgage Papers/Closing documents • Signed Lease/Rental Agreement or Record of Recent Payment • Property Tax Bill
- o **Category II:** Documents related to other types of purchases and legal relationships. • End of Year Interest Statement from Mortgage Lender/Bank • Utility bill, gas, electric or water • Cable, satellite, internet or telephone bill (may include cellular bill) • Voter registration card • Auto registration • Public aid card • Payroll documentation • Credit card bill

Anyone who knowingly enrolls under a false address is subject to prosecution under the law as a Class C Misdemeanor. Any administrator who knowingly enrolls a student under false pretenses is also subject to prosecution under the same Class C Misdemeanor.

Students Who Live Outside the District

Students living with parents or legal guardians who reside outside the District may apply for enrollment on a tuition basis. The Illinois School Code provides that a school district may charge a non-resident student (attending a school of the district) tuition in an amount not exceeding 110% of the per capita cost of maintaining the schools of the district for the preceding school year. Tuition fees, or an approved portion thereof, must be paid prior to before the student's entrance in school. Students who move out of Pawnee may continue to attend school within the District on a tuition-free basis for the remainder of the school year. Enrollment in subsequent years will require tuition to be paid. Transportation is the responsibility of the parents and pupils.

Fines, Fees, and Charges

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parents/guardians are unable to afford student fees may request a fee waiver. Fee waivers will need to be completed at registration. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

A student is eligible for a fee waiver if at least one of the following prerequisites is met:

- 1) the student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- 2) the student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

Fines, Fees, and Charges are to be paid at online registration or by making payment arrangements with the corresponding office. Parent(s) or guardian(s) of a student who has not paid, may be subject to being turned over to a collection service for the collection of any outstanding balances and assessed an additional collection fee.

The Superintendent will give additional consideration where one or more of the following factors are present:

- An illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal employment
- Emergency situations

- When one or more of the parents/guardians are involved in a work stoppage

Additionally, any returned NSF checks paid to the district will be assessed a \$25 fee to the payer.

Fee Schedule

Registration / Book Rental: \$135.00

*If a student withdraws from school during the first semester, a refund of one-half of the book rental/registration fee will be made. If he/she withdraws during the second semester, there will be no refund. If a student transfers to this school during the first semester, he/she will pay the full book rental/registration fee and if he/she transfers during the second semester, he/she will pay one-half of the book rental/registration fee.

Grade School:

Grade School Miscellaneous Fees:

Assignment books (grades 3-6): \$3.00

Scholastic/Time for Kids (grades K-6): \$8.00

JH/HS Miscellaneous Fees:

Driver Education \$75 + \$20 state fee

Graduation \$20.00

Assignment Books \$5.00

Junior High/High School Athletic Fees:

\$ 50.00 per Pawnee hosted-sport or \$100.00 for 2 or more Pawnee hosted sports

There will be a per family maximum of \$200

Any cooperative activity, student will pay that district's athletic fee separately

Hot Meal Prices:

Regular Breakfast \$2.00 per day

Regular Lunch \$3.00 per day

Extra Milk \$.40/carton

*Additional items for additional purchase during JH/HS lunch. These are not offered if a negative balance exists on a student's lunch account.

*Lost or damaged lunch card - \$5.00

GRADUATION AND PROMOTION REQUIREMENTS

School Promotion

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

Award of Pawnee Diploma

To be eligible to receive a diploma a student must fulfill all graduation requirements of the Pawnee school district and attend Pawnee High School a minimum of one full semester unless otherwise specified in a child's Individualized Education Program (IEP).

Certification of High School Completion

A student with a disability who has an Individualized Education Program (IEP) prescribing special education, transition planning, transition services, or related services beyond the student's four (4) years of high school, qualifies for a certificate of completion after the student has completed four (4) years of high school. The student is encouraged to participate in the graduation ceremony.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact your student's principal or the director of student services.

Grading Scale

A+ = 100
A = 90 – 99
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Below 60

Grade Point Average (GPA)

The GPA is determined by assigning the following values to grades:

Letter Grade	Weighted	Unweighted
A	5.0	4.0
B	4.0	3.0
C	3.0	2.0
D	2.0	1.0
F	0	0

Honor Roll*High School*

High Honor Roll and Honor Roll - To qualify for any honor roll, the student must be a full time PHS student. High School Honor Rolls will be run by the semester. The Honor Roll is calculated each semester using the unweighted GPA.

- To qualify for the High Honor Roll, a student must achieve a GPA of 4.00 or better in all subjects in which the student is enrolled.
- To qualify for the Honor Roll, a student must achieve a GPA of 3.00 or better in all subjects in which the student is enrolled.

- *Junior High*

High Honor Roll and Honor Roll - To qualify for any honor roll, the student must be a full time PJHS student. Junior High Honor Rolls will be run by quarter.

- To qualify for the High Honor Roll, a student must achieve all A's.
- To qualify for the Honor Roll, a student must achieve all A's and B's.

Grade School

High Honor Roll, Honor Roll, Improvement Roll - Honor Roll will be run by quarter.

- To qualify for High Honor Roll - a student must achieve all A's in the five core subjects.
- To qualify for Honor Roll, a student must achieve at least 3 A's and 2 B's for 4th grade or 2 A's and 2 B's for 5th grade in the core subjects with no other grade a C or below.
- To qualify for Improvement Roll, students must achieve a net gain of three or more points in the core subjects. For example, bringing up a C to an A in math would be a +2, but dropping down A to B in science would be a -1. If other grades stay constant, the net gain of +1 for that quarter will not be sufficient to qualify for improvement roll.

Grades & Progress Reports

School report cards are issued to students on a quarterly basis through Teacher Ease Access. For questions regarding grades, please contact the classroom teacher.

Semester and Quarterly Exams

All high school students are required to take semester exams. Senior students may have an opportunity to earn a "Second Semester Exam Pass" by meeting the following criteria:

1. Miss ten days of school or less counting ALL absences including medical days.
2. Have one or less discipline referrals from school during the year.
3. "B" or better semester average in present class.

Semester and Quarterly Grade Calculation

The high school semester grade including an exam is calculated as follows:

45%.....	1st or 3rd quarter grade
45%.....	2nd or 4th quarter grade
10%.....	semester exam
100%.....	SEMESTER GRADE

The semester final grade shall be the grade which is entered into a student's permanent record.

Valedictorian/Salutatorian

Academic grades earned during each semester are used in figuring high school class rank, valedictorian, and salutatorian awards. Final determination will be based on completing eight (8) semesters. Nine-week grades are used only to determine semester grades. Only semester grades are used to calculate grade point average (GPA) and class rank. The student with the highest cumulative weighted grade point average (GPA) shall be honored in being named class valedictorian. The student with the second highest cumulative weighted grade point average (GPA) shall be honored in being named class salutatorian. In the event of a tie for the valedictorian award, all students tying shall be named valedictorian. In the event of a tie for the salutatorian award, all students tying shall be named class salutatorian. In order to determine which students are the class valedictorian and salutatorian, the grade point average (GPA) will be carried out four decimal places. If the overall grade point average (GPA) is the same after carrying it out four decimal places, a tie will then exist. Students who graduate before completing eight (8) semesters are ineligible for valedictorian and salutatorian awards during the school year in which they graduate. Also, to be eligible for the valedictorian and salutatorian awards, a student must be in attendance at Pawnee High School for a minimum of four (4) semesters.

USHER/MARSHAL

7th grade Usher/Marshal will be determined based on the student's cumulative grade point average by the end of the 3rd quarter. The student must be a Pawnee student for the entirety of their 7th grade year to qualify.

High School Junior Usher/Marshal will be determined based on a weighted cumulative grade point average at the end of the fall 6th semester and the student must be a Pawnee student for the entirety of their 11th grade year to qualify.

STUDENT ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time the school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Guardians need to call the school office between 7:30 a.m. and 9:30 a.m. to inform the school if their child will not be in attendance that day. Phone messages may be left via voicemail before 7:30 a.m. Please provide guardian name, student name and reason for absence. A note may be provided within 3

days of an assigned unexcused absence.

- Full-day attendance = 300 minutes or more
- Half-day absence = 69 – 218 minutes
- Full-day absence = 219 minutes or more
- Tardy = approximately half-way through first period or up to 9:00 a.m.

Excused Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused.

Excused absences include:

- illness (including up to 5 days per school year for mental or behavioral health of the student),
- attendance at a verified medical or therapeutic appointment (including a victim services provider),
- observance of a religious holiday or event (note required),
- death in the immediate family,
- family emergency and situations beyond the control of the student as determined by the school board,
- circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety,
- attending a military honors funeral to sound TAPS ,
- attend a civic event (proof required),
- or other reason as approved by the building principal.
- Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election
- For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.
- military: a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.
- college/career days (juniors receive 2 and seniors receive 3); a pre-approved absence form must be completed and final consideration and approval for each request will be made by the administration

A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.³

All other absences are considered unexcused.

Pre-Planned Excused Absences

Pawnee strongly discourages vacations during the course of the school year. If a student is aware that s/he is going to be out of school prior to the day of the absence, the principal or secretary should be notified and the student must fill out a pre-planned absence form 3 days prior to the intended absence. The policy for receiving work prior to the pre-planned absence or making this work up upon return is up to the discretion of the building principal. After 10 excused days are taken, all absences, even pre-arranged, will count as unexcused absences.

Homework/Make-up Work

Students with excused absences will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The exception to this rule is if a student is working on a ten (10) day or more project, the project will be due on the date it was due. The student is responsible for obtaining assignments from his/her teachers. Students with unexcused absences are expected to make up work.

Make-up work for unexcused absences will be counted at 50% credit. Anything past the make-up day time frame will not be counted without administrative approval. Make up work policy exceptions may be granted in special or emergency circumstances with approval of the principal.

Suspension from School

Suspension from school is considered an excused absence. For specific information on procedures relative to student work during a suspension, please see the Student Discipline section of the Student and Family Handbook.

Unexcused Absences

Any absence over ten days without an official medical or legal note.

Truancy Policy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

When a student is absent, a parent should call or email the respective attendance office before 9:30 a.m. If no phone call or email is made, the school will attempt to contact the parent or guardian. If no contact is made between the parent and the school, the absence will be unexcused.

A student will be allowed nine (9) excused absences per school year. Beginning with 10 days, all absences without a doctor's excuse are considered unexcused. Doctor's notes must state the student was unable to attend school and give exact times when the student was seen in the doctor's office.

Parents please note:

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance. "Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences:

Interviews with the student, his or her parent/guardian and any school officials who may have information counseling about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, which may include

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to withdrawal from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Tardiness and Signing Out to Leave School

A student, late for school or class, shall report to the office, sign in and account for such tardiness. A student shall not be permitted to leave school before the normal hours of dismissal except by permission of the principal. All Pre-K through 17 year-old students are required to be signed in or out by a parent/guardian. A student leaving school for illness or personal reason, even for a short period of time, is in violation of the closed campus policy if he/she has not obtained permission to leave/sign out from the principal. The utmost care must be exercised in releasing a student from the custody of the school to any person or in sending them home.

Emergency School Closings

When weather conditions or emergency situations make it necessary to close the schools in the Pawnee, the closing will be announced on Teacher Ease, News Channel 20, WAND 17, and the District website. A Teacher Ease school message will be sent to parents. Any announcement that the District is closed means that the closing is district-wide and includes all schools operated by the District. An individual building will not be named unless the emergency affects only that particular school. Extra-curricular event communications may be sent separately at a later time in the day.

Transfer/Withdrawal

If a student is withdrawing or transferring to another district, a parent or guardian must contact the office so the required forms can be completed. Students transferring to Pawnee from another district in the state must present a completed copy of the Illinois State Board of Education's Student Transfer Form from the previous district and a birth certificate. All transfer students must provide evidence of proper grade placement from the previous district and proof of residency in the District before they will be allowed to enroll. Complete information regarding student residency is available in the respective school offices. Students transferring from an out of state district must also receive a physical examination by an Illinois physician within thirty (30) calendar days of enrollment.

IMMUNIZATIONS, PHYSICAL EXAMS AND HEALTH POLICIES

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunization against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade
2. Entering the sixth and ninth grades
3. Enrolling in an Illinois school for the first time, regardless of the student's grade

Proof of immunizations against meningococcal disease is required for students in grades sixth and twelfth. A diabetes screen must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days of May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption
3. Health examination of immunization requirements on medical grounds if a physician provides written verification
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Vision and Hearing Screenings

Vision and hearing screenings are completed annually on students in mandated grade levels. The vision and hearing screening programs are for the purpose of the identification and prevention of vision and hearing impairments in students. Screenings are a limited process and do not diagnose visual or auditory problems, but rather indicate a potential need for further evaluation. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an

examination has been administered within the previous 12 months. The screenings are a school health requirement of the Illinois Department of Public Health. Parents wishing to object to this examination for religious reasons must submit to the school a written statement that fully sets forth the religious belief that is the basis for the objection.

Medication Administration

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

No medication will be given to a student until the Medication Permission Form is completed and signed by the physician and by the parent/guardian. If the form is not available, the written physician order must include the name of the drug, dosage, method of administering, and when it should be taken. Written parental permission is required as well.

- All medication administered during the school day must be necessary in order to allow the child to attend school.
- Prescription medication shall display: Child's name, Prescription number, Medication name and dosage, Administration route, Time to be given and/or other directions, Date of prescription and refill, Licensed prescriber's name, Pharmacy name, address, phone number, and Name or initials of pharmacist
- Student medication must be stored in the nurse's office and administered by a nurse, administrator or designated staff

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (**but not possess on their person**) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for the anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Student Illness/Injury/Loss

Illness or injury at school may make it desirable that a student return home. If such is the case, parents will be contacted by school authorities to explain the circumstances and make arrangements for getting the student home. In case parents cannot be reached, the school will contact the person the parents have listed as an alternate contact on the student's emergency information. Students remain at school until such a contact is made.

Should an accident occur on District property, the District is not liable for related medical bills. Therefore, it is imperative that parents make sure their student is covered by some type of health/accident insurance that will cover costs for injuries that occur as a result of an accident.

Students with Chronic Illness/Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify your student's principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her

education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the students building principal. Parent/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact your students building principal.

Treating Lice/Bed Bug Infestations

Students identified as having an active infestation of lice or bed bugs will be handled at all times in a discreet and sensitive manner. Parents of students in classrooms with a lice or bed bug problem will be notified as the need arises. Any student identified with active lice or bed bugs will be immediately isolated from uninfested students, but not necessarily from classroom learning. Attempts will be made to contact parents to pick up the child for immediate treatment or the student will be sent home at the end of the school day. With some patience and proper technique, a combination of safe shampooing and lice combing will eradicate head lice problems. Please consult the school nurse for more information and assistance with lice or bed bug-related issues.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Please contact your student's guidance counselor or principal for further information and assistance needed. Resources are also listed in this handbook.

Guidance and Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

SCHOOL FOOD SERVICE

Free and Reduced-Price Food Services; Meal Charge Notifications

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District; see fee schedule above for cost per meal

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Open-Campus Lunch

Open-campus lunch is a privilege extended to eligible students who have achieved junior or senior class standing. This privilege allows students to leave campus during their scheduled lunch period. Students are expected to conduct themselves in a safe, responsible, and respectful manner while off campus and must return on time for their next scheduled class. Tardiness, unsafe behavior, or any misuse of this privilege may result in disciplinary action, including the suspension or revocation of open-campus lunch privileges. Participation in open-campus lunch is contingent upon maintaining good standing with regard to academics, attendance, and behavior, as determined by school administration.

CONDUCT, SCHOOL CULTURE, AND RIGHTS

Safe Schools

Pawnee School District remains committed to the goal of safe schools and an orderly process of instruction. Reaching this goal requires that everyone, members of the Board of Education, unit office personnel, school administration, teachers, parents and students, assume his or her share of responsibility toward attainment of that goal. To do otherwise would be a great disservice to the young people of Pawnee.

Definition of Discipline

Discipline is controlled behavior to develop within an individual responsibility for his/her own actions in accordance with socially accepted conduct.

Administrative Discretion

The Student and Family Handbook is intended to be used as a resource guide for school administrators, students and parents. The handbook outlines a range of consequences in order to demonstrate that student discipline is "progressive" and that the aim is always to eliminate the inappropriate behavior. Additionally, the District adheres to the concept that behavioral issues should be addressed in a positive manner whenever possible.

All disciplinary consequences do not bear a “one to one” relationship with a disciplinary infraction. School administrators will always need to rely on their individual discretion when dealing with consequences for students. Parents and students may sometimes feel that consequences are “not fair” or that one student is punished more than another student.

From a procedural perspective, school administrators attempt to do the best job possible with the resources and time available to them. Every effort is made to interview all students involved, to provide every student with reasonable “due process” and to render consequences that are both fair and reasonable. Please bear this in mind when you challenge disciplinary consequences.

Schools and Society

Schools reflect the society in which they exist. A society characterized by increasing numbers of violent crimes, growing incidents of drug abuse, widespread permissiveness, and greater emphasis on citizen rights rather than citizen responsibilities can expect to witness increasing incidents of violence in its schools. Social institutions do not exist in a vacuum. They are part of a society and are influenced and affected by changes taking place in society.

Schools' Responsibilities

Schools are also agents for change in our society. We must see to it that each student learns through school experiences to recognize the essential worth of each individual and to respect rights; to adjust personal desires to the welfare of the schools; to own work honestly and fairly; to establish high standards of personal integrity; and, to achieve and feel personal satisfaction in group success. The achievement of these ideas represents an important responsibility for the schools.

Shared Responsibility

While society can assume that schools should accept their share of accountability for citizenship training, it must be recognized from the outset that schools cannot do the job alone. The influence of the family, community and outside of school experiences of children cannot be minimized. Parents cannot avoid the important role they play in the development of the behavioral characteristics of their children. The parent is the child's first teacher and remains the most important teacher throughout the formative years.

A school program in citizenship training, however well-intentioned and directed, could never approach the degree of influence which a parent has on a child. If this influence over character development and self-control is neglected, the school's task becomes much more difficult. However, when the objectives of the school and the family are shared, the task of the school becomes more obvious to the pupil.

STUDENT RESPONSIBILITIES/RIGHTS

Students should:

- Obey school rules
- Obey city, state and federal laws
- Respect the rights of fellow students and school personnel
- Avoid abusive language, verbal or written
- Dress appropriately and practice habits of personal cleanliness
- Be punctual and attend school regularly
- Bring books and other necessary classroom materials
- Support the educational process
- Attain the best possible level of academic achievement
- Respect authority both in school and at school-sponsored activities
- Respect school and community property
- Be responsible for their own actions
- Know reasons and methods of discipline, including suspension and expulsion

Students have the right to:

- A meaningful learning experience

- An appropriate and challenging curriculum
- Protection from physical or verbal abuse
- Assistance in making decisions on education goals
- Opportunities to practice decision-making within the democratic process
- Being disciplined in private, when possible
- Being disciplined in a humane and appropriate manner
- Adult representation when in conflict with school authority
- A school climate free of violence and disruption
- A clear and concise written code of conduct
- Knowledge of the reasons for any discipline which may be administered
- Due process in matters of disciplinary action

STUDENT DRESS CODE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption to the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day without principal approval.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing that is poorly fitting, and clothes with holes, rips, or tears that show skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences. *see athletic handbook for more information

TEACHER RESPONSIBILITIES/RIGHTS

Teachers should:

- Develop and enforce a Classroom Management Plan that is approved by the building administration
- Be guided by professional ethics in relationships with others
- Inform parents about academic progress and conduct of students
- Show concern and respect for each student
- Plan and conduct an effective and motivating instructional program
- Manage classroom routines that contribute to instruction, a well-ordered classroom and the development of civic responsibility
- Be sensitive to the behavior of students and alert to changes that require additional assistance for the student
- Know and enforce the rules courteously, consistently and fairly and deal with misconduct quickly, firmly and impartially

- Handle behavior problems according to established practices
- Report undesirable school situations to the principal promptly
- Take advantage of opportunities for academic growth at all levels

Teachers have the right to:

- Require a reasonable standard of orderly behavior in the classroom
- Receive the respect of students, their families, fellow staff members and the school administration
- Use reasonable force, if necessary, to protect him/herself, another teacher or student*
- Protection against any loss of, damage to, or destruction of personal property during school activities
- Support and assist in the maintenance of control and discipline in the classroom
- Schedule a conference/meeting time with all parties involved when a student behavioral or academic problem has not been satisfactorily resolved
- Appeal to a higher administrative level if a disciplinary/behavioral problem has not been satisfactorily resolved

** Teachers have the right to protect themselves, or another teacher or student, from physical assault or injury. Teachers shall have the Board's assistance in any assault case while the teacher is performing his/her assigned duties. That Board assistance may include notifying the proper authorities (police or sheriff) once the incident has been reported to the building principal and Superintendent, consultation with the Superintendent and/or Board's attorney in outlining the teacher's legal rights and alternative courses of action, and suspension of any student(s) committing an assault and/or battery on a teacher.*

PARENT RESPONSIBILITIES/RIGHTS

Parents should:

- Assume responsibility for their child's prompt and regular school attendance
- Recognize that, in matters relating to the discipline and conduct of the schools, the teacher stands in relation to the parent or guardian to the child
- Instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property
- Talk with their child about school activities; share with their child and with teachers an active interest in report cards and in school progress
- Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law
- Attend individual and group conferences and special school programs
- Plan the time and place for homework assignments; provide necessary supervision
- Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child

Parents have the right to:

- Know that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth
- Be granted reasonable access to all school records pertaining to their child
- Be given the opportunity to confer with their child's teacher and/or principal regarding academic placement, progress, and social adjustment
- Share in the activities of the school PTO, or other parent organizations
- Share in their child's right to due process procedures in matters of disciplinary actions
- Be notified of their child's violation of school rules and regulations

STUDENT DISCIPLINE

General Guidelines for Discipline

Pawnee students are prohibited from engaging in behavior that will endanger (or threaten to endanger) the safety of others, that will damage property, that will impede the orderly conduct and implementation of

the school program. District policy allows the use of physical restraint where safety is a concern, under certain circumstances, as allowed by law. All provisions of the special education laws, including I.D.E.A., are considered to govern the administration of discipline in the District. Consequently, some provisions of this handbook may not apply in cases where a student's program is determined by an approved Individual Education Plan (I.E.P.). Following are the offenses which are prohibited by the Pawnee School's Code of Conduct and potential disciplinary actions and procedures to be used in dealing with those offenses:

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals (e) pre-k-5th use is restricted to adult supervision and permission only.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic

communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

**The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Office Referrals

A pupil should be referred to the office when the seriousness of the offense, the persistence of the behavior, or the disruptive effect makes the continued presence of the pupil in the classroom detrimental to the educational process.

Student Rights in Disciplinary Procedures

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspension or recommendations for expulsion are made in accordance with the following procedures:

In-School Suspension: Parental notification and due process will be given. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. All assignments will be worth full credit.

In School Suspension Rules:

- No talking or unauthorized use of technology
- No sleeping or laying head down
- Administration will direct the students to lunch at the midpoint of the student's day. Lunch will be eaten in the in-school room
- The student is not to leave the room without office permission
- Failure to abide by these rules could mean extra time in the in-school room, or an out-of-school suspension

Out-of-School Suspension

A student must be given the opportunity to present information on his/her own behalf prior to an out-of-school (OSS) suspension. The OSS suspension shall be reported to the parents or guardians of each suspended student, the Superintendent, and the Transportation Director (in cases of Bus Suspension). The report to parents shall be made by letter through the U.S. Mail or by personal delivery. If the situation is such that the physical well-being of the student, other individuals or the property of the school district are in jeopardy, then the student may be suspended immediately and given an opportunity to present information on his/her behalf within 24 hours.

The OSS suspension letter shall give a full statement of the reasons for the suspension and notice to the parents or guardians of their right to review. All requests for review shall be made by the parent or guardian within five (5) days after receipt of notice of the OSS suspension and shall be made to the person ordering the suspension. The parent or guardian requesting the review shall appear and discuss the suspension with the hearing officer appointed by the Board. Thereafter, the hearing officer shall report to the Board or its designee, by written summary, the evidence heard at the meeting;

A student shall be reinstated after OSS suspension by the principal or his/her representative only. Further continuance of school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens. If the actions of the student present a serious or continued breach of discipline, a report shall be made to the Superintendent. The Superintendent shall review the history of the student's behavior and make appropriate recommendations to the building principal or Board for an education program.

When a student is suspended from school, that student is prohibited from entering onto any school property, adjacent school property, or attending any school-sponsored event whether on or off school property.

Expulsion

An expulsion shall take place after the parents have been requested by registered or certified letter to appear at a meeting of the Board of Education, or with a hearing officer appointed by it, to discuss their child's behavior. At such a meeting, the reasons for dismissal and the date on which the expulsion is to become effective shall be stated. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action as it finds appropriate.

Guidelines for Work Missed During Out-Of-School Suspension

Any student who is assigned an out-of-school suspension is encouraged to continue doing all school work during the time of that suspension to avoid major gaps in the learning which occurs at school. In addition, keeping up with assignments during a suspension is the best way for a student to ensure his/her ability to successfully complete work assigned upon return to school following the out-of-school suspension. Guidelines governing work missed during an out-of-school suspension are listed below in two major categories.

Daily Work, Homework and Quizzes

It is the student's responsibility to get assignments, lecture notes, and other materials needed to keep up with work missed during an out-of-school suspension. A student should turn in daily work and homework to teachers after allowance of one makeup day for each day of suspension. Students will receive grades or credit for daily work, homework, or quizzes missed during an out-of-school suspension.

Research Papers, Major Projects and Major Tests

Upon return to school from an out-of-school suspension, the student is responsible for turning in any 10 day or more projects or papers that were due during the suspension. Additional time may be granted for completion of 10 day or more projects in special circumstances and with permission granted by the building principal. Makeup times for tests, speeches, presentation, and quizzes will be made at the teacher's convenience. Students who have been suspended out-of-school will not be granted additional preparation time regarding these types of assignments. Students will receive grades and credit for work made up in this category of assignments.

Interrogations and Searches

By law, school authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

BULLYING, HAZING, DISCRIMINATION, HARASSMENT AND REPORTING

Bullying Policy Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definition of Bullying - Definitions from the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Procedures for Dealing with Bullying Behavior

All reports of bullying in Pawnee Schools will be taken seriously and will be thoroughly investigated by building level administrators. The building principal or his/her designee will administer appropriate disciplinary action and consequences. Discipline needs to be "progressive" according to the frequency of incidents involved. Administrators shall have the discretion to recommend or require counseling services through the District or outside community agencies. Bullying forms are made available online and in the office.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited.

Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Suspension,
3. Conference with parents/guardians, and/or
4. Referral to appropriate law enforcement agency.

5. Expulsion

Nondiscrimination/Sexual Harassment/Grievance Procedure

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religion or religious beliefs, creed, ancestry, physical or mental handicap or disability, status as homeless, sexual orientation, actual or potential marital or parental status, including pregnancy, or other protected group status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education Policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator (see below for contact information). The Superintendent and principals shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the district's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment. Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all. For further information, please contact the Building Principal.

Harassment of Students Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Nondiscrimination Coordinator & Complaint Managers:

Nondiscrimination Coordinator:

Superintendent, Molly Edmonds
810 N. 4th Street, Pawnee, IL 62558
Ph: (217) 625-2471

Complaint Manager for Pawnee Grade School:

Principal, W. Christopher Hennemann
810 N. 4 th Street, Pawnee, IL 62558
Ph: (217) 625-2471

Complaint Manager for Pawnee JH/HS:

Principal, Nicole Goodall
810 N. 4th Street, Pawnee, IL 62558
Ph: (217) 625-2471

Title IX Coordinator:

Director of Student Services, Leanne Gehrs
810 N. 4th Street, Pawnee, IL 62558
Ph: (217) 625-2471

Uniform Grievance Procedure

A student, parent, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.;
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
- Curriculum, instructional materials, and/or programs;
- Victims' Economic Security and Safety Act, 820 ILCS 180;
- Illinois Equal Pay Act of 2003, 820 ILCS 112;
- Provision of services to homeless students; or
- Illinois Whistleblower Act, 740 ILCS 174/1 et seq.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate.

Student Abuse/Neglect Reporting

School personnel are required under penalty of a statute of the State of Illinois to report to the Department of Children and Family Services (DCFS) any child's injury or condition which reasonably appears to be child abuse or neglect. Further, school authorities are required to cooperate with DCFS staff responsible for conducting investigations. District staff must comply with this requirement.

TECHNOLOGY POLICIES

Annual Notice to Parents about Educational Technology

Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Acceptable Use Policy

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are

provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action. Access to the District's electronic networks must be:

- (a) for the purpose of education or research, and be consistent with the District's educational objectives
- (b) for legitimate business use.

*Personal devices will **not** be allowed for professional or student use.*

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to: 1) The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure; 2) Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location; 3) District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.
19. Attempts to bypass or work around monitoring software will result in disciplinary action.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. Being polite and using appropriate language, recognizing that the district's network is not private, not using the network in a way that would affect other uses and consider all communications and information accessible to be private property of the District.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism/Damage/Loss – Vandalism or repeated damage to district-issued devices will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any harm or attempt to harm or destroy data of another user, the Internet, or any other network. Damage and loss are defined as intentional or unintentional destruction or loss to district-assigned technology hardware. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware and damage to individual student or staff computers.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited. Remember, electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted. Use of the District's email system constitutes consent to these regulations.

Internet Safety-Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the

Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

Authorization for Electronic Network Access -All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Access to Student Social Networking Passwords and Websites

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

Cell Phone Policy/Electronic Device Policy

Cellular telephones may be brought to Pawnee schools by students. Phones should remain concealed and be turned off unless in use pursuant to this policy. Such phones may be used only in designated areas at designated times as determined by the principal, for appropriate purposes and in a non-disruptive, harmless, inoffensive manner. At no time may a student use an electronic device to photograph or videotape any other student(s) due to the privacy rights of individuals.

No other electronic devices are allowed during the school day except for educational purposes. Examples of prohibited devices include electronic pagers or other devices used for communication outside of the school environment, digital cameras, Walkman's, or any other device deemed inappropriate by school administration. Any unapproved use of a cell phone or electronic device, which includes calling, texting, accessing social media, playing games, or receiving messages, during non-designated times or when not under the supervision of a school official is prohibited. Grade school and junior high students are required to keep cell phones in lockers during instructional hours.

Violation of the Cell Phone Policy/Electronic Device Policy is at the discretion of the building principal and subject to progressive disciplinary measures.

Use of Electronic Study Aids

Electronic study aids may be used during the school day if use of the device is provided in the student's IEP or permission is received from administration. Electronic devices must be approved by the administration. The District is not responsible for the loss or theft of any electronic device brought to school.

Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human behavior intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

SPECIAL EDUCATION

Access to Special Education

The Pawnee District, a member of the Sangamon Area Special Education Cooperative, (SASED) in collaboration with Pawnee CUSD #11 is responsible for actively identifying, locating and evaluating all children with disabilities who reside within district boundaries. The School provides a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE) and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

If it is determined that a child requires an evaluation for possible special education services, a referral for a case study evaluation will be initiated. An evaluation, conducted only with the cooperation and written permission of parent(s) or guardian(s), is an evaluation of any areas which may contribute to a student's intellectual, social and emotional functioning. The evaluation could include, but is not limited to:

- A consultation with parents
- An interview with the student
- A social developmental study
- An assessment of adaptive behavior and cultural background
- A review of medical history
- A vision and hearing screening
- Any specialized evaluations such as a psychological examination or speech/language evaluation
- Data collected via the problem-solving team process

If you believe your child is experiencing significant school problems which should be investigated, share them with your child's teacher, principal, and/or the local SASED Administrator.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Procedural Safeguards Available to Parents of Children with Disabilities

As the parent of a child who is receiving or may be eligible to receive special education services, you have certain rights which are safeguarded by state and federal statutes. A full explanation of these rights is available from your school district. These procedural safeguards are also provided at least annually to families of children who are receiving, or who may be eligible for special education services. You may contact your school district if you have any questions or wish additional clarification regarding your child's services or procedural safeguards or visit the ISBE website: www.isbe.net/spec-ed/ to view “A Parents' Guide: The Educational Rights of Students with Disabilities.” It can additionally be accessed on the Pawnee School's website under “District” and then “Special Education”.

Behavioral Intervention for Students with Disabilities

It is the policy of the Pawnee School District to comply with Illinois law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services. The District believes that behavioral interventions should be used by teachers and administrators to identify, promote and strengthen desirable adaptive student behaviors. A fundamental principle is that positive, nonaversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. The District recognizes that while positive approaches alone will not always

succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. If any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability or due to the lack of implementation of the child's IEP by the district.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>. You may also contact the following District employee for assistance:

Special Education Administrator, Erin Snodgrass

810 N. 4th Street, Pawnee, IL 62558

Ph: (217) 625-2471

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the building principal and/or local SASED Administrator.

RECORDS

Record of Access

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings

may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**¹ Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district;² any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
 - o Name
 - o Address
 - o Grade level
 - o Birth date and place
 - o Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - o Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - o Academic awards, degrees, and honors
 - o Information in relation to school-sponsored activities, organizations, and athletics
 - o Major field of study
 - o Period of attendance in school
7. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within **30 days** of the date of this notice.
8. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**³ Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
9. **The right contained in this statement:** No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Challenge to Records

Parents shall have the right to challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of i) academic grades of their child and ii) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. The District shall decide whether to amend the information in accordance with the request within 15 school days from the date of receipt of the request. If the District decides to refuse to amend the information in accordance with the request, it shall inform the parent of the refusal and advise the parent of his or her right to a hearing as set forth below.

The District shall, on request, provide an opportunity for a hearing to challenge information in education records. If, as a result of the hearing, it is decided that the information is inaccurate, misleading or otherwise in violation of the rights of the child, the District shall amend the information and so inform the parent in writing. If, as a result of the hearing, it is decided that the information is not inaccurate, misleading, or otherwise in violation of the rights of the child, the district shall inform the parent of the right to place in the records it maintains on the child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District. Any explanation placed in the records of the child must be maintained by the District as part of the records of the child as long as the record or contested portion is maintained by the District. If the records are disclosed by the District to any party, the explanation must also be disclosed.

Transfer of Parental Rights

At the age of 18, a child becomes an adult student. All parental rights discussed in this document will transfer to the adult student at the time, unless the District is notified otherwise. Parents have the right to receive required prior written notice and the school will provide these notices to both parent and student. On or before the child's 17th birthday, any IEP must include a statement that the parent and child were informed that these rights will transfer at the student's 18th birthday. Additionally, parents will receive a Delegation of Rights to Make Education Decisions form. The adult student may decide to use this form to designate a parent or other individual to represent his/her educational interests upon his or her reaching the age of majority. This form must then be presented to the school district.

The Delegation of Rights form must identify the individual designated to represent the student's educational rights and include both the individual's signature as well as the student's signature (or authorization by other means, such as audio or video format compatible with his/her disability). The adult student may terminate the Delegation of Rights at any time and begin making his/her own educational decisions. The Delegation of Rights will remain in effect for one year after signing it and may be renewed annually.

Student Records

Student records are classified as permanent or temporary. These records are maintained, transferred, and reviewed in accordance with the Illinois School Student Records Act (Illinois Revised Statutes, 1985, Ch. 22, 50-1, et. seq.) and its implementing regulations. A complete copy of these regulations is maintained in the Superintendent's office.

Permanent records shall consist of basic identifying information, academic transcripts, grades, grade level achieved, attendance record, accident reports, health records, as well as a record of releases of this information. Permanent records may also include honors and awards achieved and information concerning in-school-sponsored activities or athletics, or offices held in school-sponsored organizations.

Temporary records shall include information pertaining to release of temporary records, scores received on state assessment tests administered in the elementary and middle school grade levels, and information regarding serious infractions involving drugs, weapons, or bodily harm to another that

resulted in expulsion, suspension or the imposition of punishment or sanction. Temporary records may include family background information, intelligence, and aptitude scores, and achievement test results including scores on state testing, psychological evaluations, participation in extra-curricular activities, honors and awards, as well as teacher anecdotal records, other disciplinary information, special education files, and any verified reports or information from non-educational persons, agencies or organizations, other verified information of clear relevance to the student's education.

If parent(s)/guardian(s) wish to review the child's records, they must contact the principal. An appointment should be made for the review. Those persons eligible to review a student's record include natural parents with legal custody, an adoptive parent with legal custody, or the adult student. These rights and privileges become exclusively those of the student when the student is legally emancipated. If, upon reviewing the records, parents or students who are eighteen (18) years of age or older wish to have portions of the record expunged, removed, altered, or added to in any way, requests should be made to the principal. If agreement cannot be reached with the person having custody of the record, an appeal to the Superintendent is in order. Copies may be made of any portion or all of the permanent or temporary record. This may be done on school equipment. The charge will be the actual cost of copying the material, not to exceed 35 cents per sheet. At no time may records be taken from the school. Student Directory Information (SDI) for special needs students contains data such as general types of services provided and dates of service and may be released by the school to the Department of Public Aid for Medicaid eligible students. Parent(s) or guardian(s) may request that such information not be released.

DESTRUCTION OF RECORDS

NOTIFICATION OF STUDENT RECORDS DESTRUCTION SCHEDULE

This notice contains the destruction schedule for school student records maintained by Pawnee CUSD #11 pursuant to the Illinois *School Student Records Act* ("ISSRA") and its implementing regulations. 105 ILCS 10/4(h); 23 Ill. Admin. Code 375.40(c).

For parents/guardians of students, as well as those students, who have permanently withdrawn, transferred, or graduated from the District between the following years: 1980-2018 and 1916-1963, you are notified of the schedule below for destruction of the school records. This schedule complies with ISSRA requirements that:

1. Temporary records be retained for at least five years after a student's transfer, withdrawal, or graduation; and
2. Permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation.

105 ILCS 10/4(e)-(f).

Parents/guardians, or students who are 18 years of age at the time of the request, may request a copy of the student's records at any time prior to their destruction as listed below. Please contact the District's official records custodian, the district's Superintendent, *if you would like a copy of the student's records or have any questions*.

STUDENT PRIVACY PROTECTIONS

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person

or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Military Recruiters & Institutions of Higher Learning [HS]

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal or sign a waiver at registration.

Restrictions on Publications

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;¹ or
6. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

Videotaping on School Property

The District permits the use of video cameras on school buses and in the public areas of school buildings, grounds and other property by school district personnel, including but not limited to, hallways, stairwells, classrooms and other instructional areas, for the primary purpose of documenting disciplinary problems and vandalism on school buses and grounds, thereby reducing disciplinary problems and protecting school property. Video cameras will not be placed in restrooms, locker rooms, changing rooms or any other location prohibited by law.

TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select an appropriate bus stop based on guardianship at which a student is to be picked up, and dropped off. Changes will need to be provided in writing at least 24 hours in advance. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Bus Audio and Video Recordings

The District uses both a visual and audio recording of the interior of a school bus when transportation is provided for any school related activity. The District and law enforcement personnel will only use the recordings for disciplinary situations. Recordings will not be available for use or viewing by the general public to assure the privacy of your student.

Bus & Bus Stop Conduct

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

The following rules and regulations apply to bus transportation to and from school, extracurricular events, class trips, and field trips, etc:

1. Students traveling on the bus to extracurricular events are also to return on the bus unless returning with their own parent(s) or guardian(s). Permission must be obtained from authorized personnel on the trip or through prior approval from the principal. Parents must submit a written, signed and dated request or sign-out form.
2. Students involved in security or legal violations on such trips will be remanded to the custody of the appropriate security or law enforcement officer.

Bus Evacuation Drill

Illinois law requires that all bus-riding pupils must experience a practical school bus evaluation drill. During the drill, students need to move at least one hundred (100) feet away from the side of the school bus.

Parking

Students who have improperly parked on school grounds during the school day or in an area other than the student parking lot are subject to being towed at the owner's expense. Students shall not move a vehicle or return to a vehicle during the school day once they have arrived at school unless permission from the principal or designee has been given. Students caught driving recklessly in the parking lot may be subject to disciplinary action. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the retention purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

NOTICES

Asbestos Hazard Emergency Response Act

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District, this notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the office of each school in the district. Periodic surveillance is conducted at least every six (6) months as long as asbestos materials remain in the building(s). The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received asbestos awareness training.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Pesticide Application Notice

The District maintains a registry of parent(s)/guardian(s) of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Sex Offender and Violent Offender Community Notification Law

State law requires that all school districts provide parent(s)/guardian(s) with information about sex offenders and violent offenders against youth.

1. The Illinois Sex Offender Registry is located on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.
2. The Illinois Statewide Child Murderer and Violent Offender against Youth Registry is on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of eighteen (18) are present, except for the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of his/her child
- To participate in a conference in which evaluation and placement decisions may be made with respect to his/her child's special education services
- To attend conferences to discuss issues concerning his/her child such as retention or promotion

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or School Board. Anytime that a convicted child sex offender is present on school property – including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class Four felony.

Student Property

Every effort will be made to avoid damage, loss or theft of student property. Should damage, loss or theft occur, the District is not liable for replacement or related costs.

Title I Funding

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment. Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep during the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind students and emphasize the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website.

IV. Parent & Family Engagement Compact

The District maintains programs, activities, and procedures for the involvement of parents/guardians of the students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

VI. Student Privacy

Students have certain privacy protections under federal law. Please see information above regarding policies.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

VIII. Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal,

Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

IX. Homeless Students

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent(s) or guardian(s) of the homeless child has the option of either a) continuing the child's education in the school of origin for as long as the child remains homeless, or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired, or b) enrolling the child in any school that non homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Children and youth may be considered homeless if they are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (commonly referred to as "doubled up"); are living in motels, hotels, trailer parks, or in camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement or are displaced by a natural disaster (case by case basis); or have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. In addition, children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children may qualify as homeless under federal and state law.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss **Behavioral signs:**
- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe **Emotional signs:**
- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches

- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare.

Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home

- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

SOCIAL SERVICES

Memorial -Mobile Crisis Response: 217-788-7070

Available 24/7

Safe-2-Hel: 1-844-4-SAFEIL (723345)

For Emergencies dial 988

Emotional Support Line: 217-588-5509

M-F 8am-8pm

Suicide Hotline: Text or call 988

Available 24/7

Department of Children and Family Services

1-800-25-ABUSE(252-2873)

GENERAL INQUIRIES

312-814-6800/217-785-2509

ADVOCACY OFFICE

800-232-3798/217-524