

2023-2024 Student Handbook

Prairieview-Ogden

Community Consolidated School District #197



www.pvo.k12.il.us

Home of the PVO Mustangs

PVO South Elementary

304 North Market St.
Ogden, IL 61859
Phone: 217-582-2725
Fax: 217-582-2509

**PVO North Elementary
& District Office**

106 North Vine St.
Royal, IL 61871
Phone: 217-583-3300
Fax: 217-583-3391

PVO Junior High

2499 CR 2100 E.
Thomasboro, IL 61878
Phone: 217-694-4122
Fax: 217-694-4123

Failure to read the Student Handbook does not mean that students and parents will not be held to the handbook's provisions.

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2023-2024 PVO Faculty and Staff

PVO School Board Members (with year term expires)

Chad Pruitt (2027) President
Dirk Harms (2025) Vice President
Chad Goldenstein (2027) Secretary
Evan Huls (2025)

Kyler Gorman (2027)
Axel Mohr (2025)
Kyle Rademacher (2027)

Superintendent: Jeff Isenhower (Royal)

Principal: Carl Heuer (Ogden)

Assistant Principal: Allyson Bork (Flatville)

PVO South Elementary (Ogden)

Kindergarten: Toni Barnes

1st: Darci Wilson

2nd: Kim Howard

3rd: Mary Dalton

4th: Nancy Stewart

5th: Kelli Maxwell

5th: Becky Batty

6th: Teri Patton

6th: Taylor Hacker

PE: Jeremy Richards

Resource: Lori Montgomery

Self-Contained: Anna Lyons

Reading Specialist: Tracey Ingram

Teacher's Aide: Lonna Pruitt

Teacher's Aide: Tressica Jeffers

Teacher's Aide: Michelle Shanks

Teacher's Aide: Kirby Hale

Admin. Asst/Treasurer: Lisa Alsip

Custodian: Denny Wendell

Cook: Alisa Legue, Mary McMahon, Orleana Pruitt

PVO North Elementary (Royal)

Kindergarten: Marcia Schoudel

1st: Laura Kelly

2nd: Candice Ochs

3rd: Latosha Bowlin

4th: Debra Burch

PE: Jeremy Richards

Teacher's Aide: Kassidy Rulon

Teacher's Aide: Paula Tankersley

Bookkeeper: Marla Goff

Custodian: Tabettha Hill

Cook: Jean Palmer

PVO Junior High (Flatville)

Math: Allyson Bork

Science: Clint England

Language Arts:

Reading: Tracey Mathis

Resource: Peyton Crozier

Teacher's Aide: Sheila Allen

Social Studies: Tracey Mathis

Finance: Allyson Bork

PE: Clint England

Secretary: Debbie Siuts

Custodian: Brandon Loschen

Cook: Bethany Dewese

Bus Drivers: Dwayne Gilliland, Cecelia Vermillion, Tim Frerichs, Jean Palmer, Darrell Lee

School Nurse: Audrey Harms (on call)

Champaign County Sheriff Liaison: Officer Hallett

2023-2024 Important Dates

August 15, 2023	No School, Teacher's Institute
August 16, 2023	No School, Teacher's Institute
August 17, 2023	Early Dismissal (11:30), Teacher's In-service
September 4, 2023	No School, Labor Day
September 15, 2023	Mid-Quarter – 1 st
September 22, 2023	Early Dismissal (11:30), School Improvement
October 6, 2023	No School, Teacher's Institute
October 9, 2023	No School, Columbus Day
October 13, 2023	End 1 st Quarter
November 2, 2023	Early Dismissal (2:05), Parent/Teacher Conferences (5:00-8:00)
November 3, 2023	No School, Parent/Teacher Conferences
November 17, 2023	Mid-Quarter – 2 nd
November 21, 2023	Early Dismissal (2:05)
November 22-24, 2023	Thanksgiving Break
December 20, 2023	Early Dismissal (2:05), End 2 nd Quarter
December 21, 2023 – January 2, 2024	Winter Break
January 3, 2024	No School, Teacher's Institute
January 4, 2024	Classes Resume
January 15, 2024	No School, Martin Luther King Jr. Day
February 2, 2024	Mid-Quarter – 3 rd
February 16, 2024	Early Dismissal (11:30), School Improvement Day
February 19, 2024	No School, President's Day
March 8, 2024	Early Dismissal (2:05), End 3 rd Quarter
March 11, 2024 – March 15, 2024	No School, Spring Break
March 18, 2024	Classes Resume
March 28, 2024	Early Dismissal (11:30), School Improvement
March 29, 2024	No School, Good Friday
April 1, 2024	No School, Easter Break
April 19, 2024	Mid-Quarter – 4 th
April 19, 2024	Early Dismissal (11:30), Teacher's In-service
*April 22, 2024	Emergency Day #1 (if emergency day used earlier in the school year)
*May 23, 2024	Early Out (11:30), Teacher's In-service
*May 24, 2024	Early Out (11:30), School Improvement
May 27, 2024	No School, Memorial Day
*May 28-May 31, 2024	Emergency Day #2-#5 (if emergency days used earlier in the school year)

* denotes subject to change depending on the use of emergency days.

Introduction

Families, schools, governments, and societies; any time and any place people live and work together they develop a system of rules and procedures to make sure individuals know what is expected of them and of others. This handbook is intended as a guide to acquaint students and parents with the policies and procedures of Prairieview-Ogden Community Consolidated School District #197.

We hope that all students and parents in the district will take time to become familiar with the handbook and refer to it throughout the year as questions arise. *Failure to read the Student Handbook does not mean that students and parents will not be held to the handbook's provisions.*

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right.

Mission Statement

Our Mission is to partner with the home and community to assist each child as he/she matures and develops. In particular, PVO will provide learning experiences that will enable each child to successfully meet academic goals as established by the State of Illinois and the Prairieview-Ogden Board of Education. The PVO faculty and staff will model and enforce a discipline policy that stresses respect where students are expected to take responsibility for their actions. While at school, students will be assisted in making appropriate choices that will enable them to become good friends, neighbors, and citizens in an ever-changing diverse world.

Vision Statement

The PVO students will discover a value within themselves worthy of sharing with society. The school settings will be safe and conducive to learning and will also promote self-esteem within each individual student. Faculty and staff will strive to achieve their maximum potential, modeling the idea of being a life-long learner, while promoting positive values, displaying understanding, and showing respect for all members of the school and surrounding communities.

School's Rights and Responsibilities

As a partner in the education process, the PVO School District has certain rights and responsibilities to students and their families as determined by law. Other rights and responsibilities are those the district undertakes to meet our district's stated goals for students and the needs in our community.

The school accepts the right and responsibility to:

1. Meet the specific physical, social, emotional, and intellectual needs of each student by providing a warm and open relationship between students, teachers, parents, and the community.
2. Initiate, monitor, and evaluate learning experiences designed specifically for each student in an environment that challenges the individual to meet his/her abilities and needs.
3. Provide a program of educational guidance based on the concept that direction belongs in all classrooms; that is, each teacher is guidance oriented and continually provides guidance, modeling, and choices that help to educate each student.
4. Provide a program of activities related to the interests and needs of each student including recreational and special interest activities.
5. Develop and nurture an appreciation for the aesthetics.
6. Develop and nurture an appreciation and understanding of lifelong learning.
7. Provide learning situations wherein emotional stress caused by each student's physical, intellectual, and social growth differences are minimized, and where learning experiences allow for physical movement and activity where possible.
8. Give each student an opportunity to learn on his/her own by pursuing personal curiosity, developing future interests, and increasing opportunities for experience by providing a flexible learning environment.

9. Establish learning opportunities through flexible and innovative instruction, cooperative grouping, and educational plans that allow individual student learning needs to be met.
10. Facilitate through group interaction an atmosphere that encourages process, experiential learning, and an appreciation for the democratic processes and skills necessary for effective citizenship.
11. Train students in effective habits of study, learning, and test-taking skills.
12. Offer remedial and enrichment procedures to strengthen the individual needs of each student.
13. Instill within each student a respect for the rights and property of others.
14. Help each student realize that life and education are a series of choices with consequences and expectations.

Other specialized staff, including a licensed social worker and a psychologist, is available to assist our students when needed.

Parents' Rights and Responsibilities

Parents and guardians also have certain rights and responsibilities for their child's educational development.

To assist in this parents, agree to:

1. Register their child for classes and pay all necessary fees in a timely fashion.
2. Provide updated addresses and telephone numbers to the district office if the family moves during the school year or a parent's employment status changes.
3. Notify the administration and teacher of any change in living arrangement or family situation that may affect the child's performance at school.
4. Obtain required health and dental examinations for students and provide proof of those exams as required by state law.
5. See that the child attends school each day school is in session or promptly notify the school of student absence and arrange for homework.
6. Ensure that the student arrives at school in time each morning so he or she is ready to learn when class begins.
7. Ensure that the student leaves the school grounds promptly after school is dismissed or school activities the student is participating in have ended.
8. Regularly view the student's homework and offer encouragement and support.
9. Encourage their student to ask for help at school and at home when it is needed.
10. Monitor student's progress at school—in the classroom and in extracurricular activities.
11. Follow the established procedure to review the school's official records concerning the student.
12. Communicate regularly with the student's teachers.
13. Help the student understand school rules and procedures and follow them.
14. Help teach their child to accept responsibility for their own actions and behavior.
15. Help teach their child to take care of their own and others' property and belongings.
16. Become involved in some way in the school district—as a classroom volunteer or chaperone for a field trip, in the parent-teacher organization, as an assistant for an extracurricular activity, or by providing requested supplies or "extras."

PLEASE NOTE: State law provides for informing non-custodial parents of the progress of their children in school unless a court order exists preventing such action. A copy of any court order prohibiting contact with children or access to information about them should be filed with the building principal. Court orders for protection should be filed with the building principal.

Privacy Act

Under the Privacy Act, parents who do not wish their children's names and addresses included in the school directory list for possible distribution must notify the building principal in writing within the first 14 attendance days of the current year. Parents must also notify the building principal in writing within the first 14 attendance days if their students cannot be videotaped or photographed for school district use, or if the child's school work cannot be displayed in the school building or posted on the school Web site.

Students' Rights and Responsibilities

As citizens of the school, community, state, and country, PVO students have certain individual rights as well.

With those rights come these responsibilities:

1. To become informed of and adhere to reasonable rules and regulations as established by the school board and implemented by administrators and teachers.
2. To respect the right and individuality of other students, teachers, administrators, and other adults.
3. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
4. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
5. To maintain the best possible level of academic achievement; that is, to do the best work they are capable of doing according to their ability.
6. To respect the reasonable exercise of authority by administrators and teachers in maintaining discipline in school and at school-sponsored activities.
7. To be punctual and present in the regular or assigned school program to the best of their ability.
8. To care for all school property and equipment, whether it is individually assigned to them or not.
9. To promptly report to school authorities any activities that might endanger the well-being of other students or school staff, or result in damage to school property.
10. To make choices that reflect the values, attitudes, and beliefs of the community in which they live and learn.

Nondiscrimination Statements

It is the policy of Prairieview-Ogden Community Consolidated School District #197 that no person shall be subjected to gender, racial, socio-economic, or ethnic discrimination. It is our policy that equal opportunities in educational programs, extracurricular activities, employment practices, general services, and benefits are offered without regard to sex, race, color, national origin, religion, handicap, or age. The Superintendent (or designee) of the district shall serve as the Compliance Coordinator.

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantages or opportunity. Furthermore, no student in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, other students, or the effect of any school policy or practice. The Superintendent (or designee) shall act as the Compliance Coordinator.

District Organization

Prairieview-Ogden Community Consolidated School District #197 is the result of a 2006 merger of two adjacent independent elementary school districts (Prairieview #192 and Ogden #212). Voters passed the consolidation referendum in March 2006 and the new PVO district officially began July 1, 2006.

The district has three different buildings. The District Office is located in Royal at the PVO North Elementary building, which also houses kindergarten-4th grade students from the Royal-Flatville area. PVO South Elementary in Ogden is used for kindergarten-4th grade students from the Ogden area, as well as for all of the district's 5th and 6th graders. All 7th and 8th graders attend classes in the building at PVO Junior High School, which is in Flatville.

The PVO district is governed by a seven-member **Board of Education**, elected by voters within the school district to four-year terms. The Board of Education holds its regular monthly meetings at 7:00 p.m. the 2nd Monday of each month in the Board Room at the District Office (Royal building). The agenda for each meeting will be posted in advance of the Board meetings, and minutes from previous meetings are available for public review at the district office. The public is invited to attend meetings of the Board of Education, as provided by law. If a citizen wishes to make a presentation at a Board meeting, please contact the Board President or the Superintendent to be put on the agenda at least one week before the scheduled meeting.

The Board of Education determines the overall policies and guidelines for the district. The Board is committed to providing the best learning environment within our district's available resources to facilitate the intellectual, physical, emotional, and social growth of our students.

The **Superintendent** reports directly to the Board of Education. The Superintendent handles the day-to-day affairs of the district, with four main responsibilities of (1) planning, (2) budgeting, (3) government compliance, and (4) supervision of staff and students. The Superintendent carries out district policies as determined by the Board.

The **Principal**, another administrator, reports directly to the Superintendent. The Principal assists with the district's day-to-day operations. A main focus of the Principal's responsibility is student conduct and discipline, as well as staff support.

The **Assistant Principal** reports to both the Principal and the Superintendent. The Assistant Principal assists with the district's day-to-day operations as well as student conduct, discipline, and staff support.

Classroom teachers are the most essential links in the educational program. They are responsible for the day-to-day instruction of all children in their classroom, including monitoring student achievement and maintaining discipline. They are certified professionals and take continuing education courses to maintain their teaching certification. They report to the Principal and Superintendent. At PVO, the teachers are also represented by the Prairieview-Ogden Education Association.

Support staff provides integral services to our students. These people, who report to the Principal, Assistant Principal, and Superintendent, take care of many student needs throughout the day. Support staff includes bus drivers, custodial staff, cooks, secretaries and aides.

The school also provides the services of specialized staff including an on call school nurse, social worker, psychologist, and speech pathologist.

Visitors

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. 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.

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 trespass and/or disruptive behavior.

Rights of Homeless Students

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent for guardian, applies to all services, programs, and activities provided or made available.

A student is considered "homeless" if he or she is presently living:

- In a shelter, sharing housing with relatives, or others due to lack of housing
- In a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- At a train or bus station, park, in a car, or in an abandoned building

- Temporarily housed while awaiting DCFS foster care placement

All Homeless Students Have Rights To:

- **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- **Enroll in:**
 - The school he/she attended when permanently housed (school of origin)
 - The school in which he/she was last enrolled (school of origin)
 - Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- **Remain** enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- **Priority** in certain preschool programs.
- **Participate** in a tutorial-instructional support program, school-related activities, and/or receive other support services
- **Obtain** information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as he/she is homeless or, if the student becomes permanently housed, until the end of the academic year. This is assuming that the student qualifies for transportation under current district transportation guidelines.

Fees and Waivers for 2023-2024 School Year

Lunch and Milk Fees

The Board also determines the prices of student and adult lunches in the hot lunch program, and for the price of milk by the carton. Currently, student lunches (which include 1 carton of milk) are \$2.85 per day; adults, \$3.35 per day. Milk is \$0.40 per carton.

Lunches are paid for in the morning before school starts, preferably at the beginning of the week. Our system of using punch-tickets allows students to buy up to 20 lunches at a time. Checks should be made payable to Prairieview-Ogden Schools; it's helpful if you also list in the memo area of the check your child's name and the number of lunches being purchased.

Mid-morning milk is available in all Kindergarten-Grade 4 classrooms in our district. Students are not required to drink milk at this mid-morning break, but they cannot substitute anything other than water for the milk. Milk may be purchased for \$32.00 for the semester or for \$59.00 for the year. Milk purchase will be done at registration or at the school offices.

Book Rental Fees

Book rental fees are \$95.00 and registration dates for the next school year will be determined by the Board over the summer. Book rental fees are collected at registration and include the cost of consumable workbooks, textbooks, and weekly magazines.

The book rental fee does not cover unusually damaged, abused, or lost books. Such occurrences may result in additional charges to the pupil.

Unless otherwise noted, students are responsible for providing their own school supplies, based on the teacher-provided list available during registration and on the website.

Waivers

The Board recognizes that some students will be unable to pay some of these fees. However, students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardians to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of fees. These students are **not** exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by a parent/guardian of a student on an application form available from the principal. Such information is kept confidential.

Application may also be made for children to participate in the free or reduced-cost lunch program.

Insurance

Injuries and accidents that happen while students are in school during the school day are covered by school insurance. Students and their families are asked to work with the building administrator in filing any claims that result from injuries that occur during the school day. The school's insurance is supplementary to your family's primary medical insurance.

Families may purchase additional, 24-hour, year-round insurance coverage through the school if they CHOOSE. Additional information regarding insurance will be available at registration and in each school's office. Because the school's insurance has such low premiums, it is not a comprehensive policy, and families should view it as supplementary to other coverage they may already have. Families who purchase this optional coverage are responsible for notifying the school immediately of any claims that arise.

The optional insurance is not refundable once it has been purchased. If a family moves from the PVO district, the insurance coverage will remain in effect in the new school district.

Student Athletes

The families of student athletes **must** either purchase the additional school insurance or sign an insurance waiver, which exempts the school district from payment of medical bills for injury while participating in sports.

School Pictures

The school arranges for a professional photographer to take pictures of individual students early during each school year. Families are given the opportunity to purchase portrait packages but are under no obligation to do so. Information about the portrait packages, prices, and when the pictures will be taken will be sent home in advance with each student. Money for the pictures must be paid in advance or on the day of the photography! As a courtesy to district families, parents of preschoolers may arrange to have their children's pictures taken the same day. Please contact the building secretary as soon as possible for an appointment time.

Pictures of athletic teams, band, and chorus are also taken. These pictures are sold on a request-basis only. Individual band, basketball, and athletic pictures are taken at the same time. Students should have these individual pictures taken only if they are buying them.

Admission to Extracurricular Events

Our School Board has approved the admission fees set by the Three Rivers Conference. Admission to all regular season home games for 5th-8th grade sports are:

- ✓ \$2.00 for K-8 students
- ✓ \$2.00 for high school students and senior citizens
- ✓ \$3.00 for adults
- ✓ Free for preschoolers

- Admission to athletic tournaments hosted by the district may be higher.
- If PVO hosts other extracurricular events, the admission fee (if any) will be posted in advance.
- Adults who work the concession stand during the event need not pay admission for that event only.

*The School Board establishes fees and charges to fund certain school activities. There is no intent to make a profit from any of these charges. Fees are established by the Board on a cost basis.

The PVO School Day

Hours of Attendance

Classes begin each morning at 8:20 a.m. and dismiss each afternoon at 3:05 p.m. Throughout the year, we have several scheduled early dismissal days and half-days for teacher in-service. These are noted on the list of important dates on page 4 of this handbook, as well as in the monthly announcements from the school district.

Parents are responsible for notifying the school office by 9:00 a.m. each morning if a child will be absent. Arrangements for picking up homework can also be made at that time.

Our district has many rural students who use the bus to get to and from school. In addition, with three different school buildings, we provide transportation from one building to another. The tables on the next page summarize the schedule of when students should be at the different buildings and when shuttles will run from one building to another. **Students who ride the shuttles are responsible for being at the shuttle stops by the designated times. Otherwise, their families will need to make alternate arrangements to transport the child to the appropriate school building.**

Note: we use “bus” for students who live in the country and need to ride the school bus to town to get to school. “Shuttle” is used to refer to when we transport students from one building in our district to another. (In both cases, of course, we actually use school buses.)

Morning Schedule

	PVO South (Ogden)	PVO North (Royal)	PVO Jr. High (Flatville)
Doors Unlock	7:50 AM	7:50 AM	7:50 AM
Bus riders arrive	By 7:35 AM	By 7:55 AM	By 8:15 AM
Town students arrive	7 th & 8 th by 7:45 AM All others 8:00-8:15 AM	5 th – 8 th by 7:55 AM All others by 8:00 - 8:15 AM	8:00 – 8:15 AM
Shuttle departs	7:50 AM to Royal	8:00 AM to Flatville 8:10 AM to Ogden	
Shuttle arrives	8:15 AM from Royal	8:00 AM from Ogden	8:20 AM from Royal
Classes begin	8:20 AM	8:20 AM	8:20 AM

Afternoon Schedule

	PVO South (Ogden)	PVO North (Royal)	PVO Jr. High (Flatville)
Shuttle departs	2:55 PM for 5 th & 6 th graders who live in Royal & Flatville, to Royal	3:05 PM to Ogden	2:50 PM for all Ogden & Royal students, to Royal
Study hall for non shuttle riders	2:55 – 3:10 PM		2:50 – 3:05 PM
Shuttle arrives	3:15 from Royal	3:05 from Ogden 3:05 from Flatville	
Classes dismissed	3:10 PM	3:05 PM	3:05 PM
Bus routes begin	3:15 PM	3:15 PM	3:15 PM

Full-Day Attendance

A full-day of attendance for students **2nd through 8th grades** must be a minimum of five clock hours and a full-day of attendance for students in full-day **Kindergarten or 1st grade** must be a minimum of four clock hours of instruction or under the direct supervision of:

- A certified teacher, or
- Non-teaching/volunteer personnel when engaging in non-teaching duties.

Days of attendance may be less than 300 minutes on the opening and closing day of the school term, and upon the first or last day of student attendance, if preceded by a day or days utilized as an institute or teachers’ workshop.

Adverse weather conditions causing an interrupted day or delayed start to the day as well as a condition which occurs beyond the control of the school which poses a hazardous threat to health and safety of students does not prevent a school from recording a full-day of attendance for students that were present; however, the school must provide at least 60 minutes of instruction.

Half-Day Attendance

On a regular school day, students in grades 2nd through 8th that receive less than 300 minutes of instruction but at least 150 minutes of instruction can be claimed for a half-day of attendance. Students which are in attendance for less than 150 minutes of instruction cannot be claimed.

On a regular school day, students in grades Kindergarten through 1st grade that receive less than 240 minutes of instruction but at least 120 minutes of instruction can be claimed for a half-day of attendance. Students who are in Kindergarten or 1st grade and are not in attendance for least 120 minutes of instruction cannot be claimed.

This rule also applies to students with disabilities who are six years of age and under unless they cannot attend 120 minutes of instruction due to their disability or immaturity in which case they can be claimed for a half-day of attendance for a session of not less than 60 minutes.

Children of Military Personnel

Children of military personnel shall be granted additional excused absences at the discretion of the district administration, to visit with his/her parent or legal guardian that has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

Tardy

Any student arriving at school after the start of class in the morning will be considered tardy. Students who have prior clearance with the school may be considered an excused tardy. Examples of an excused tardy may include dental, orthodontist, and medical appointments.

Arriving and Leaving School Each Day

Each school building in the PVO District opens to all students and parents at 8:00 a.m.; entering the buildings before this time is not allowed unless the building administrator deems it necessary because of inclement weather.

The district assumes supervisory responsibility for PVO students once they are on school grounds after 8:00 a.m., or as soon as they step on a PVO bus or shuttle, whichever is first. The district's supervisory responsibility for PVO students ends when school is dismissed or when authorized student bus riders depart from the PVO bus. Students who participate in authorized extracurricular activities remain under PVO supervision until the scheduled activity ends.

At no time during the day is PVO responsible for supervising high school students, unless they are interfering with PVO students on school grounds or on the school bus.

Parents or caregivers who bring their children to school are asked to unload and load their students away from the bus-loading zone. If parents need to come into the building, they are asked to park their vehicles in an appropriate spot and not block any bus routes or fire lanes. Our students' safety depends on you, too!

Students who arrive at school after classes begin are asked to sign in at the building office before going to their classrooms.

Bicycle Riders

A student may ride a bicycle to school, but this is a privilege. ***Each student must bring a note from home granting permission to ride his/her bike PRIOR TO THE DATE OF RIDING THE BIKE. The note should designate a time period for riding the bike.***

Bike riders are expected to park their bikes appropriately and to refrain from riding their bikes during school hours.

The Prairieview-Ogden School District is NEITHER responsible for students as they ride bicycles to or from school, NOR is it responsible for the bicycles or helmets students may bring to school.

Students Confined to School Grounds

Once students are on school grounds in the morning, they will not be permitted to leave the school grounds again unless:

1. They go home for lunch (this does **not** include going to a restaurant or gas station). Students going home for lunch must submit a permission slip to the office prior to going home. The permission slip must be signed by a parent and contain a designated time and date. Permission slips are valid only for times requested and they may not exceed one week. **Students going home for lunch are prohibited from inviting friends.**
2. They have a written and signed note of permission from their parents stating where they are to go and when (for example, mom will pick Isaiah up for doctor's appointment at 2:00 p.m. October 10).
3. They have permission from their teacher and the office.
4. They call their parents from school and get permission, which a school official confirms during that phone call.

All students who leave the building for any reason during the school day must be signed out in the main office by the parent or person in charge of the child. Upon returning to school (or coming to school late), the parent or person in charge of the child in the office also must check in the student at the office.

Bus Rules

All school rules apply while on the bus! The bus driver has the authority to make immediate discipline decisions and recommend to the administration appropriate follow-up actions.

For the comfort and safety of our students, children in grades K-4 sit to the front of the bus. The front two seats are used for instruments and for children who are being disciplined.

- ✓ Be on time at the designated stop—the driver may wait for you only 20 seconds or so!
- ✓ Stay off the road at all times while waiting for the bus. Shuttle riders, wait in the designated areas.
- ✓ Do not move toward the bus until it has been brought to a complete stop.
- ✓ Be careful in approaching the place where the bus stops.
- ✓ Wait until the bus comes to a complete stop before attempting to enter the bus.
- ✓ Quickly find a seat and put your personal belongings in a safe place. The bus driver may assign seats if it is warranted.
- ✓ Keep books, packages, coats, and all other objects out of the aisles.
- ✓ Keep hands and head inside the bus at all times after entering and until leaving the bus.
- ✓ Assist in keeping the bus safe and sanitary at all times—no food, drink, candy, or gum are allowed.
- ✓ Keep noise levels to a minimum--loud talking, laughing, and horseplay divert the driver's attention from the road and may result in an accident.
- ✓ Be absolutely quiet when approaching a railroad crossing!
- ✓ Stay seated while the bus is in motion. Do not kneel on the seat while bus is moving.
- ✓ Keep all objects inside the bus—do not throw anything out of the bus windows.
- ✓ Assist younger riders as needed or as instructed by the driver.
- ✓ Treat the bus equipment as you would valuable furniture in your home, and never tamper with any of the equipment.
- ✓ Report any problems with the bus to the driver immediately.
- ✓ Wait for the bus to come to a complete stop before standing to leave the bus.
- ✓ Take all of your books, lunches, and other articles from the bus with you.
- ✓ At a discharge point where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
- ✓ Do not ask the driver to stop at places other than the regular bus stops; this is permitted only by proper authorization from a school official.
- ✓ In case of a road emergency, remain in the bus until instructions are given by the driver.
- ✓ **NOTE:** Animals, pets, birds, etc., can be brought on the bus only by prior permission from the bus driver and building administrator.

Students whose behavior becomes a problem will **not** be forced off the bus along the route for breach of discipline. Such students will be delivered to their destination, and the driver will notify the building administrator of the discipline problem so it can be handled per the school's discipline policy.

Changes in Student's Bus Riding

Parents must notify the driver or the school as soon as possible—**in writing**—of any changes in their student's bus riding schedule. Please specify the child's name, the bus/shuttle route, and the date(s) and time(s)—morning or afternoon or both. Such changes include:

1. Student will not be riding the bus, especially for a period of days (for example, family vacation, athletic participation, extended student illness).
2. Student is getting on or off the bus at a different location along the route than normal.
3. Student is bringing home a non-bus riding friend on the bus. The friend must have a note signed by the parent giving permission to ride the bus with your child on the specified date.

Field Trips

Students participating in a field trip must ride the same transportation as the rest of the class. Students will be permitted to ride home with their parents from the field trip only if prior approval by the school has been granted.

Miscellaneous Student Information

Teacher Ease

Prairieview-Ogden District #197 uses a web based grade program. This allows parents to access student grades via the internet. You will receive an email with Teacher Ease login information at the beginning of the school year. Teacher Ease can be accessed through the district web page at teacherease.com

Student Council

Any student in grades 7-8 is eligible for Student Council. Any student interested in student council may apply and must obtain a teacher recommendation. Members of the council are responsible for hosting a minimum of 2 dances, completing 2 service projects, and participating in fundraisers and other activities each year. At the discretion of the Student Council sponsor and/or school administrator, students may be asked to leave the Student Council if they are not adhering to school rules.

Birthday Treats

Some students—even in the higher grades—like to bring in special treats to celebrate their birthdays. This is fine, as long as it is worked out in advance with the teacher and the student brings a treat for everyone in the class. Please keep in mind serving utensils and napkins are not kept in the classrooms.

Using the Telephone

Students may use the school phone with the permission of the teacher (if using the in-classroom phone) or of the office staff (if using the office phone). Such calls generally will not be allowed during regular class time.

Students are not permitted to use cell phones on school grounds during the instructional day. Cell phones must be turned off and kept in their lockers during the instructional day.

The school is not responsible for theft of or damage to cell phones, or for any charges incurred by students while using their own or another person's cell phone.

Students are not permitted to use the phone to have parents bring in forgotten homework/schoolwork including musical instruments and physical education clothing.

Personal Property

Although we wish to safeguard the property of each student, the school will not accept liability for any personal property which is lost, stolen, or damaged. Therefore, each student and family is encouraged to limit the amount and value of personal property brought to school. Labeling of personal items is helpful in locating items that are lost or misplaced. It is strongly recommended students do not bring hand-held electronic games, cell phones, digital cameras, and MP3 players to school.

Gum and Candy

Gum and candy are NOT allowed on school premises (including the school bus or school activities outside of the school building) unless given by the teacher or during school events. Cough drops are considered medication and require written parental permission.

Invitations and Gifts

Party invitations or gifts are to be passed out to **everyone in the class**; otherwise, they should be sent in the mail or delivered to homes after school hours.

Assignment Books

PVO assignment books are required for all students. Additional assignment books must be purchased at registration

Lost or Destroyed School Property

The PVO School District will supply students with certain items ranging from text books in the classroom, books to check out from the library, to sporting uniforms. If an item is deemed unusable due to gross neglect by a student, or if an item is lost, the student will be billed at replacement cost for the item.

Book Bags, Coats, and Outerwear

Book bags, coats, and outerwear must be left in student lockers or in other spaces designated by their teachers. Students should dress accordingly for the weather and the temperatures of the rooms; sweatshirts and sweaters are appropriate wear for the classrooms.

Physical Education

State required Physical Education is taught every day at all grade levels. No student will be excused from participation unless a note, **signed by a physician**, is presented to the office stating that the student is to be excused on a permanent basis.

When a student has been ill and/or is out of school for sickness, a physician's note will need to be presented to the P.E. teacher stating that the student is to be excused for that day or days from activities.

K-6 students have only one requirement in the way of dress for physical education and that is a pair of tennis shoes. We would like for them to leave them at school and use them for P.E. only. Some girls in these grades may find it desirable to have a pair of shorts at the school that they can slip on under their dresses. This is permissible.

7-8 students will be required to dress for physical education. Students need tennis shoes, socks, a dark pair of gym shorts, and a dark tee-shirt. All students need to have these articles **locked** in their gym locker. The student's tennis shoes need to be kept at the school and be put on at the beginning of the physical education period. Students should label their own equipment for identification purposes.

Any Student who fails to have proper dress for P.E. will be given a missing assignment and a zero for the day.

Special Education Programs

The State of Illinois requires all schools to provide testing, evaluation, and Special Education Programs for all students ages 3 to 21 years of age, who are identified as having a handicapping condition.

When the classroom teacher observes inconsistencies, the parents are contacted, and consent from them is required before further study and evaluations are pursued. After the evaluation is completed by trained personnel, a conference is held with the parents to give them the findings and recommendations. Upon mutual agreement between the parents and staff, the child may be placed in a Special Education Program. Programs are based on the child's needs. Parents also have the right to request further evaluation and study of their child.

Pre-school screenings for 3 and 4 year olds are conducted yearly in the district. If handicapping conditions are identified the school provides a program for the child. Consent of the parents involved is necessary before a child is placed in a program.

Response to Intervention (RTI)

RTI is a process to identify students who may need extra interventions to assist them with performing at their expected level of ability. Changes in the Federal and State laws have directed schools to focus more on helping all children learn by addressing the problems earlier in the student's career within the general education setting. These laws emphasize the use of high quality research-based instruction and interventions. PVO identifies students that need assistance through district-wide benchmark testing in the fall, winter, and spring. After each testing period the teachers identify which students are making progress or struggling and in which areas. Teacher input is also considered for student placement within RTI.

RTI is divided into three tiers and they are Tier1: Quality core curriculum plus supplemental resources that differentiate instruction, Tier 2: Additional intervention outside of the regular instruction time for reading and math, and Tier 3: Intense, explicit, and targeted direction outside of the classroom. All students receive Tier 1 instruction with Tier 2 and Tier 3 students receiving additional assistance. Students can and are expected to move between tiers throughout the school year.

While the interventions are occurring, school staff monitors the progress of the students in their targeted area of weakness. These progress monitoring techniques used within the RTI process provide information which allows teachers to better evaluate student needs and match instruction, resources, and interventions appropriately. If a student consistently remains in Tier 3 instruction for an extended period of time they may be found eligible for special education services.

Students with disabilities who do not qualify for an individualized education program (IEP), as required by the federal Individuals with Disabilities Education Act and the Illinois School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (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.

Inquiries regarding the identification, assessment and placement of such children should be directed to:

Name: Carl Heuer

Title: Principal

Telephone Number: 217-582-2725

Email Address: heuerc@pvo.k12.il.us

Office Address: 304 N Market Street, Ogden

Band/Chorus

Any student in grades 5-8 may participate in band and/or chorus. Interested students should contact the music teacher for arrangements during the first week of school.

The school owns a limited number of instruments that normally parents would not buy because of the expense involved. These instruments may be used by students at no charge. The music teacher will determine eligibility for the use of these instruments.

At the beginning of each school year, an evening is set aside for students interested in participating in band. Parents and their child may come to the school to find out about renting or buying an instrument. The school does not rent or sell instruments; this is done by an outside company.

One of the first and most important things a student should consider if they want to take up a band instrument is, "do I have the desire to carry out the practice that will be necessary to be good at band?"

The band/chorus teacher may drop students for the following reasons:

1. Discipline problems
2. Lack of practice and/or participation

Students may choose to join/withdraw from band and or chorus with permission from their parents and the music teacher within the first two weeks of each semester without penalty.

If students enrolled in band and/or chorus are failing any academic class or need RTI interventions, they may be removed from band and/or chorus until their grades improve.

PVO Grading Scale

Percentage Points	Grade
100.00 – 97.50	A+
97.49 – 92.50	A
92.49 – 89.50	A-
89.49 – 86.50	B+
86.49 – 82.50	B
82.49 – 79.50	B-
79.49 – 76.50	C+
76.49 – 72.50	C
72.49 – 69.50	C-
69.49 – 66.50	D+
66.49 – 62.50	D
62.49 – 59.50	D-
59.49 – 00.00	F

Prairieview-Ogden Academic Letter Award

An academic letter may be earned by 7th and 8th grade students who achieve at least 3.75 GPA for each of the first three quarters of the school year. The first year a student earns the award, a letter will be given with a pin certifying the year earned. For each subsequent year the honor is achieved, a pin with the year earned will be presented which can be added to the letter.

Honor Roll

Highest Honors:	3.70-4.00**
High Honors:	3.40-3.69
Honors:	3.10-3.39

- **Students who qualify for the Highest Honors do not have below an A- in any subject regardless of the average.
- Students with any D's or F's, but have a GPA falling in the above range do not qualify for Honor Roll.

Honor Roll Award – Student must obtain Honor Roll or Highest Honor in all four quarters of the current school year.

Presidential Award

Graduating Students must obtain the following:

- Must obtain a cumulative GPA of 3.5 or an A- on the letter scale for the fall semester of their 8th grade year.
- Must obtain a combined Performance Level of 9 or better in Reading and Math or a combined Overall Scale Score of 1,575 or better on the IAR exam.
- Recommendation of a teacher. (Recommendations reflect outstanding achievement in one or more academic areas and the judgment is supported by tangible evidence that is either comprised of either results on teacher-made tests, portfolios assessment, or special projects. Recommendations should also reflect involvement in the community or co-curricular activities or reflects excellence in creativity and achievement.)

Authorization for District Network and Internet Access for Students

The signature(s) of parent(s) or guardian(s) and student(s) are not required to attend District, school, or for limited supervised Internet access. Such signatures are required for unsupervised use, and constitute:

1. Authorization by parent(s) or guardian(s) allowing their student(s) access to the network and the Internet, and
2. Agreement that the student is bound by the rules set forth in this authorization, and any other rules adopted by the school from time to time in respect to District computers, network or Internet, and
3. Agreement by the parent(s) or guardian(s) to be bound by the terms of this authorization and agreement.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School administration has the right to make all decisions regarding whether or not a student has violated applicable rules, and may deny, revoke, or suspend student access at any time. Such decisions are final.

A student is personally responsible for his or her actions and activities involving school computers, the network or the Internet. The Board of Education, Administration, and individual teachers may make additional rules at any time regarding student use of computers, network or the Internet. Some examples of unacceptable uses of school computers, the network or the Internet are:

Detention Hall Rules

1. While in detention, students will be silent and cooperative with the detention hall teacher.
2. Any student removed from the detention hall will have to meet immediately with the principal.
3. Detention will be held in the assigned teacher's room. Location of the assigned detention room will be posted near the office.
4. Parents will be notified of detention in writing. Detentions must be served within the next two school days following parent notification.
5. The only persons allowed in detention hall shall be those students serving detentions, the supervisor of the detention room, and/or other Prairieview-Ogden staff.
6. The time for detention hall is:
 - a. K through 4th 15 minutes
 - b. 5th through 6th 20 minutes
 - c. 7th through 8th 30 minutes
7. It is the responsibility of students serving detention to know the location of the detention hall.

Athletics

The Board of Education recognizes athletics as a part of the total program of the school district. Athletic activities are a voluntary privilege, but they are programs requiring extra effort and extra time. Even though athletics are voluntary, those participating do represent the school district. Therefore, the standards must be kept high for those participating. These standards include academic requirements, school citizenship, and sportsmanship. The dignity of our school program is reflected through athletics, and it is for this reason that all participants must conduct themselves in a manner that is above question.

Selection of candidates may be necessary. This selection is to be based not only upon athletic performance, but also upon attitude, conduct, cooperation, and an earnest and sincere desire to represent the community. Any student athlete has an obligation to him/herself, to his/her school, and to his/her teammates.

As a result, the Board of Education will require special standards for those who represent our athletic programs. The athletes have the privilege of participating in a well-organized program, which is of special interest to him/her. Students participate in interscholastic athletics at the will of the Board of Education and its designated representatives. One requirement of all students is that they conduct themselves in an acceptable manner at all times. (Refer to "conduct of students" section.)

It shall be the responsibility of the school administration in conjunction with the coaches to establish a non-exclusive set of rules and regulations designed to implement this policy and to make certain that all parents and athletes are familiar with the policy and rules before the student participates in any sport or extra-curricular activity.

Only students in grades fifth through eighth are permitted to participate in interscholastic sports. Students participating in athletics must present a written consent slip signed by the parent and a current physical. All students participating in athletics must be passing all classes.

In the event that there are too few participants to field a competitive team, the coach may approach the Board of Education to bring lower grade level participants up to the needed level.

Example: Only six 7th grade basketball players, bring 6th graders “Up” to complete a 7th grade team.

Athletic Academic Eligibility

All contestants shall be in grades five through eight and shall not have passed eighth-grade standing. The Board of Education may make exceptions to this policy on a yearly basis.

A student shall be passing **ALL** school subjects as determined by the local school district and the school shall certify compliance with this by-law. Use of a player, contestant, or participant shall be deemed such certification. Eligibility will conform with the IESA Rules on Scholastic Standing: 2.043, page 13: *Grades shall be checked weekly to govern eligibility for the FOLLOWING MONDAY THROUGH SATURDAY...* the eligibility check shall begin the week prior to the first contest in an activity.

1. Student work handed in by the student and considered for eligibility will be from Friday to Thursday at 3:00 PM. That means that all tests, daily assignments, projects, and long-term assignments being considered for eligibility will be recorded by 3:00 PM on Thursday by the teacher. Work handed in after that time will not be considered until the following Friday.
2. A minimum of five grades per subject within any grading period is required to determine eligibility.
3. All grades, student progress reports, eligibility letter, unsatisfactory referrals, and other written materials arranged by teachers and parents will be given to the principal by 1:00 PM on Friday.
4. The principal or coach will call home and or send home an ineligibility letter to inform the parents of a student's ineligibility. Coaches and sponsors will be notified on Friday of ineligible students. Ineligibility begins on Monday and continues through the following Saturday. Students are expected to practice and to be at games sitting on the team bench in street clothes supporting their team.
5. Any student participating in extra-curricular athletics (baseball, basketball, cheerleading, track, and volleyball) will be removed from the team if the athlete is academically ineligible for any three (3) weeks during that athletic season. Athletes will start each activity listed above with a clean slate. Athletic eligibility is determined by the IESA bylaws/rules.
6. Any student removed from an athletic team for any reason prior to the conclusion of the athletic season will not qualify for a participation pin, letter, and/or certificate for that extra-curricular in which they were removed.

Additional Athletic Responsibilities

1. Attend practice on a regular basis.
2. Have proper clothing for practice.
3. Take care of any uniform or equipment that is issued to him/her.
4. Arrive on time for practice.
5. Clean practice clothing on a regular basis (once a week).
6. Be neatly groomed for all inter-school sports activities.
7. Show good sportsmanship at all inter-school games.
8. Refrain from horseplay while in the dressing room.
9. Have student school insurance or family health insurance.

Athletic Discipline

A student may be suspended or dropped from an athletic team for any one of, but not limited to, the following:

1. Failure to maintain academic standards set forth in the Prairieview-Ogden school district policies and student handbook.
2. Violation of the Substance Abuse Policy.

3. After injury, failure to obtain a medical release from a physician.
4. Falsification of physician's signature, parent's or guardian's signature on any form needed for athletics.
5. Theft or destruction of property of any school or individual.
6. Acts of unsportsmanlike conduct.
7. Failure to follow rules set forth for individual sports by coaches and approved by the Athletic Director and Administration.

Athletic Physical

Each participant is required to have a medical examination which includes blood pressure tests during the school year in which he/she participates. Athletic physicals are **valid for 395 days from the date of the examination**; therefore, scheduling the exam during the summer vacation is usually best. Forms are available in either the Flatville office or the Ogden office. The updated physicals must be on file in the student's school office **before** the student can practice with the team.

Athletic Attendance for Eligibility

Any student absents from school for over one-half of the school day will be excluded from the evening's activity unless otherwise approved by the administrator for reasons like: doctor/dentist appointment, funeral, etc. The student must be present for one-half of the day **PM** to participate in the school activity and he/she must be present at least one-half of the day prior to a NO SCHOOL day to be eligible for activities falling on a NO SCHOOL day. A player who has been under the care of a physician must bring in a written statement from the physician releasing the student for participation in a sport. A player who has been absent from school for a minor illness or injury shall bring in a written note from one of his/her parents approving of his/her participation.

Students will not be permitted to participate in athletic practices or contests on the same day they do not dress for P.E.

Athletic Transportation:

Students participating in athletics must ride the same transportation as the rest of the team. Students will be permitted to ride home with their parents from the athletic event only if signed out by the PARENT at the extra-curricular event.

Unscheduled Early Dismissals and Emergency Days

In the event that school will be dismissed early because of potential dangerous weather, power failure, water failure, or some other unforeseen circumstance, we will notify the families through an automated message system and through these area TV and radio stations with details:

Television

- WCIA, Channel 3
- WILL, Channel 12
- WAND, Channel 15
- WICD, Channel 17

Radio

- WPGU 107.1 FM
- WLRW 94.5 FM
- WIXY 100.3 FM
- WDWS 1400 AM

These same stations will be notified if school is cancelled for the day for any of the reasons listed above.

We are not able to notify individual families of early dismissals, so it is important that parents tell children in advance about what they should do if school unexpectedly dismisses.

To help parents plan ahead for these situations and to help us know how to direct younger students, each family must complete an "Emergency Planning Form" for each child. These forms will be completed during the 1st quarter of the school year. If any information changes for the child, please notify the office of these changes.

"Limited bus service" means that buses will go where they are safely able to drive. If the bus has not come to your house within 25 minutes past the normal time, it is logical that the road was not passable or the driver felt it wasn't safe. If

snow, ice, or winds prevent the bus from picking up your child, the family may bring the child to school or choose to keep him/her home.

Announcements about School

Monthly newsletters will be sent home the last week of the month, usually on the last school day of the month. The newsletter contains announcements, a monthly calendar, menus and other items. Information to be included in the calendar or newsletter should be sent to the building secretary 10 days before the last day of the month.

Classroom teachers may also send home regular news about what is happening. These often come out weekly and include information about upcoming tests or major assignments, as well as field trips.

Of course, families are encouraged to check out the school district's web site to find out about all that is happening: WEB SITE ADDRESS is www.pvo.k12.il.us and "like" us on Facebook at Prairieview-Ogden Mustangs.

Lock Down

Lock Down is called when any of the following has occurred: bomb threat, mysterious person on school grounds, gunfire, or as requested by police.

Children's safety is Prairieview-Ogden's top priority. **Parents/Guardians** can assist with insuring their child's safety:

- Advise the school of any recent changes to your child's emergency contact information.
- In the event of a lock down, **do not call the schools.** We will need to keep all phone lines open for emergency communication to remain in contact with local, county, and state officials.
- Tune into local radio and television stations. We will use the media to update information as it becomes available.
- **Do not travel to the school under Lock Down.** Parents/Guardians will not be permitted to pick up students until the event has been cleared by the authorities. Traffic would cause congestion and keep authorities from assisting in the emergency.

In the event of a serious emergency, students will be kept at their schools or evacuation site until they are picked up and signed out by a responsible adult who has been identified on the school emergency card. The emergency card is required to be filled out by parents at the beginning of every school year.

Sex Offender Registration/Child Murderer Community Notification

This is a multi-agency program which involves all law enforcement agencies, the courts, the Illinois Board of Education, the Illinois Department of Children and Family Services, the Illinois Department of Corrections, school, and licensed day care facilities. The Illinois State Police Special Operations Bureau administers the program and the Law Enforcement Agencies Data System serves as the repository for all information. If you would like to know who is a registered sex offender in your community, please go to <http://www.isp.state.il.us/sor/>

Structural Pest Control Act 225ILCS 235/10.3

All employees and parents/guardians of PVO students who would like written notification at least two business days before application of pesticide in or on school grounds must register with the District Office. An exception to this notification is permitted if there is an imminent threat to health or property in which case the Structural Pest Control Act shall control.

Concerns Protocol

The following protocol will be followed before requesting a meeting with the Board of Education. Most concerns can often times be resolved through open communication between teachers and parents and often times teachers are unaware of a concern that a student or a parent might have. If there is a concern, please contact the office to set up step one of the procedures listed below.

Step 1 – One on One teacher/parent(s) meeting.

Step 2 – If concern is not resolved, meeting with principal, teacher(s), and parent(s).

Step 3 – If concern is not resolved, meeting with superintendent, principal, teacher(s) (union representation if needed) and parent(s).

Step 4 – If concern is not resolved by step 3, superintendent will put parents' concern on the agenda for the Board of Education meeting.

General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns, or weapons of any sort are not permitted at school.
- No radios, MP3 players, CD players, cameras (including camera phones) are permitted without permission from the principal.

School Dress Code & Student Appearance

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. 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 in 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.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with inappropriate holes, rips, tears, and clothing that is otherwise poorly fitting, showing 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.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

Student Discipline

Board Policy 7:190 (Prohibited Student Conduct) contains a list of disciplinary measures that is a range of options and 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. Each offense is based on its own merit and mitigating circumstances.

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 alike" of any firearm or weapons 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.

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.

PVO INCENTIVE PLAN (PIP)—GRADES 5-6

The PVO Incentive Plan (PIP) is an assurance plan that rewards appropriate student behaviors and discourages inappropriate behaviors. **PIP is a privilege not a right.**

Attendance at the PIP activity is the reward and takes place quarterly and at semester end. Those not qualifying for PIP will attend a highly structured study hall with predetermined work to accomplish.

This program is designed to be primarily a reward program for good behavior but PIP privileges may be taken away for inappropriate behavior. Inappropriate behavior is also handled through student/teacher communications, loss of lunch recess, and loss of other privileges, in-school alternative, parent conferences, or suspension from school.

The basic rules, with slight variations, will be used in physical education, enrichment, and remedial classes. In the context of the classroom each teacher may develop his/her own warning or check signals to maintain the least amount of interference in class time.

1. Follow directions the first time they are given
2. Come to class on time and prepared to work (homework, books, paper, and necessary materials)
3. Speak appropriately (communicate: speaking, gestures, etc.)
4. Keep hands, feet, and objects to yourself

Teachers may develop additional classroom rules and consequences. Warnings for any posted rules will not be given.

If a student chooses to break these rules in a ONE DAY SPAN:

1st time = written up (check)

2nd time = written up (check)

3rd time = sent to principal, student calls parent; potential discipline

- Check count resets at the beginning of each quarter.
- Check numbers 10-14 will result in student interventions (the students are receiving 14 warnings)
- Check numbers 15-19 will result in progressive disciplinary actions.
- Check number 20 and beyond will be at the Principal's discretion.

*These numbers are merely a guideline. Each case will be based on its own merit and mitigating circumstances.

To Meet Quarterly Goal:

- 5 or fewer missing assignments and no more than 2 detentions during the quarter.
- 10 or fewer checks.
- No Failing Grades

Teachers will make contact with the parents at the benchmarks of 3 checks and 6 checks to inform the parents of their student's standing within the PIP program.

All PIP rewards are subject to administration approval.

PRAIRIEVIEW-OGDEN JUNIOR HIGH EXPECTATIONS

1. Follow directions the first time given.
2. Respect all property and people.
3. Speak appropriately.
4. Keep hands, feet and objects to yourself.
5. Be prepared and on time to class.

Students are expected to follow the above Junior High rules and adhere to the PVO General Conduct Code. Discipline may be issued for violating the expectations listed above or for any prohibitive student conduct. Students are notified verbally and given a discipline report form to take home. The report should be signed by the parent/guardian and returned to the issuing teacher the next day. If they are not returned the next day, progressive discipline may occur. Detention days will be assigned at the time of the infraction. Detentions are 30 minutes in length and are to be served after school, Monday through Thursday.

A student who receives their 10th through 14th detention may receive up to a one-day suspension for each violation per year. Once a student receives their 15th detention and beyond it is at the principal's discretion to determine the discipline to be issued. This statement is a guideline and is subject to interpretation by the administration depending on the severity of the infraction.

PRAIRIEVIEW-ODGDEN JUNIOR HIGH HOMEWORK CLUB

Homework Club is optional to any student that feels they need additional help with academics. However, Homework Club is mandatory to any student who, after five core academic grades, is receiving an F in more than one core class. Students are notified verbally and given a Homework Club Notice form to take home. This form should be signed by a parent or guardian. Failure to return the Homework Club Notice will result in one detention. Homework Club is to be served Tuesday and Thursday for 30 minutes. Any missed HWC due to absence shall be made up the following day(s).

Grades are reviewed on Fridays each week. Student work handed in by the students and considered for the Homework Club eligibility will be from Friday to Thursday at 3:00 p.m. Work turned in after that time will be considered for the next week. The student will remain in Homework Club until their grades are raised above the F range.

Only the administrator can excuse a student from Detention Hall or Homework Club with prior permission. Transportation is not provided for Detention Hall or Homework Club.

PRAIRIEVIEW-OGDEN JUNIOR HIGH PIP

Students are offered a PIP Reward each quarter in which school is in session. Students that have 2 or fewer detentions in any given quarter with no failing grades will be granted the privilege to attend the quarterly PIP Celebration. Any student suspension will exclude that students from the quarterly PIP Celebration. All expectations reset at the beginning of each quarter.

Students may be removed from any incentive reward at the Principal's discretion for behavioral issues.

8th Grade Trip

All 8th grade students are welcome to join their class for the 8th grade trip. Students may be removed from the trip at the Principal's discretion for behavioral issues.

Missing or Late Assignments

A missing assignment is not having an assignment completed on the due date when called for by a teacher, not having gym clothes, or not having an instrument for band. Without these items the student is considered unprepared for class and will receive a zero for that assignment.

Grades 3-4

Missing assignments:

- 3 missing assignments in a quarter will result in a detention.
 1. First missing assignment will result in a missing homework slip sent home with the student.
 2. Second missing assignment will result in a missing homework slip sent home with a phone call or email sent to the parent/guardian.
 3. Third missing assignment will result in a missing homework slip sent home and teacher issued discipline.
 4. Fourth missing assignment will result in a missing homework slip sent home and further discipline based on the situation.

Grades 5-8

Missing assignments:

- 2 missing assignments in a week will result in a call home.
- 3 missing assignments in a week will result in a call home and potential discipline.

Progress reports:

Progress reports must be signed by the parents and returned to their homeroom teacher.

*Members of the advisory board for 2022-2023 were: Kathy Izard, Allyson Bork – **Teachers**; Officer Shawn Hallett – **Champaign County Sheriff's Office**; Jeff Isenhower, Carl Heuer – **Administrators**. If you would like to be a member of the Advisory Board please contact Carl Heuer. The meetings take place March through May.*

Board Policies

Uniform Grievance Procedure (Policy 2:260)

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedures
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.

5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5ILCS 430/70-5(A); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000E et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs.
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/.
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.)
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. 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. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, The Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and /or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or the Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator and the Complaint Managers.

The Superintendent shall insert into this policy and keep current names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers. The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis.

Nondiscrimination Coordinator/Complaint Manager:

Jeff Isenhower
106 N. Vine St.
Royal, IL 61871
217-583-3300

Complaint Managers:

Carl Heuer
304 N. Market St.
heuerc@pvo.k12.il.us
217-582-2725

Title IX Coordinator:

Carl Heuer
304 N. Market St.
Ogden, IL 61859
217-582-2725

Allyson Bork
2499 CR 2100 E, Thomasboro, IL 61878
borka@pvo.k12.il.us
217-694-4122

LEGAL REF.:

Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Family Education Rights Privacy Act, 20 U.S.C. §1232g
The individuals with Disabilities Act, 20U.S.C. §1400
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (FINAL CITATION PENDING), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
820 ILCS 180/Victims' Economic Security and Safety Act, 56 Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/10(b), and 70/25.
23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570
29 U.S.C. §621 ET SEQ., Age Discrimination Act

	29 U.S.C. § 2612, Family and Medical Leave Act. 5 ILCS 415/10(a)(2), Government Severance Pay Act. 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act. 740 ILCS 175/, Ill. False Claims Act.
CROSS REF.:	2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children With Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights) 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)
ADOPTED:	March 7, 2022

A PVO School District #197 Complaint Form is located at the PVO School District #197 business office.

General Personnel (Policy 5:125)

Personal Technology and Social Media: Usage and Conduct

Definitions

Includes – Means “includes without limitation” or “includes, but is not limited to.”

Social Media – Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

Personal Technology – Any Device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or informational networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District Employees who use personal technology and social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest* 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employee's, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of 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 this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; I.E., *The Facebook Password Law*.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102. Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill. Admin. Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: March 14, 2022

School Wellness (Policy 6:50)

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Head Cook will ensure:

1. Each school building complies with this policy:
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual and distributed to students and their parents/guardians through student handbooks; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be a part of the District's comprehensive health education curriculum. See Board Policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.

- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices consistent during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified for the U.S. Dept. of Agriculture (USDA) *Smart Snacks Rules*.

. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. restrict the sale of *competitive foods* as defined by the USDA, in the food service areas during the meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120 *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFD's for grades 8 and below in participating schools.

Guidelines for Reimbursable School Meals

Reimbursable school meals shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to all the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Input

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications to and from the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Record Keeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.
Child Nutrition Act of 1966, 42 U.S.C. §1771 *et seq.*
National School Lunch Act, 42 U.S.C. §1751 *et seq.*
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
Local Records Act, 50 ILCS 205/
105 ILCS 5/2-3.139.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: March 7, 2022

Grading and Promotion (Policy 6:280)

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the IL. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

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

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

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

CROSS REF.: 6:110 (Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers to and from Non-District Schools)

ADOPTED: May 11, 2020

Equal Educational Opportunities (Policy 7:10)

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. 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 policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity 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 may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of the School Code).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments implemented by 34 C.F.R Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
Good News Club v. Milford Central School, 121 S. Ct. 2090 (2001) Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25 b, 3.25d(b), 10-20.12, 10-22.5, and 27-1.
775 ILCS 35/5, Religious Freedom Restoration Act.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill. Admin. Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development) 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers to and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance) 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited) 7:250 (Student

ADOPTED: March 7, 2022

Harassment of Students Prohibited (Policy 7:20)

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or 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 identity; 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; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristics. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, sexual, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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

The 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. See policies 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to a person of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator/Complaint Manager:

Jeff Isenhower
106 N. Vine St.
Royal, IL 61871
217-583-3300

Complaint Manager:

Carl Heuer
304 N. Market St.
Ogden, IL 61859
217-582-2725

Complaint Managers:

Carl Heuer
304 N. Market, Ogden, IL 61859
heuerc@pvo.k12.il.us
217-582-2725

Allyson Bork
2499 CR 2100 E, Thomasboro, IL 61878
borka@pvo.k12.il.us
217-694-4122

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

1. For students, age-appropriate information about the contents of this policy in the district's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Compliant Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of 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.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20U.S.C §1681 et seq.), the Title IX Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Compliant Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. 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 context to the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
 105 ILCS 5/10-20.12, 5/10-22.5, 5/27-1, 5/10-23.13, 5/27-1 and 5/27-23.7.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
 23 Ill. Admin. Code §1.240 and part 200.
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998).
West v. Derby Unified School District No. 260, 206 F. 3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: March 7, 2022

A PVO School District #197 Sexual Harassment Report Form is located in the back of the Student Handbook.

Attendance and Truancy (policy 7:70)

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 and 17 years of age before September 1st (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 8 in the public school regardless of age. 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 his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
9. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
10. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records).

ADOPTED: January 9, 2017

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students (Policy 7:100)

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grade 6.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or the social and emotional screening. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child. Portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal vaccinations developed, provided, or approved by IDPH when it provides information on immunizations, infectious disease, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the 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 District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from 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 the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The

Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board Policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification;
3. Eye examination requirement if the student's parents/guardians show 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; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill. Admin. Code §1.530.
77 Ill. Admin. Code Part 665
77 Ill. Admin. Code Part 690

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers to and from Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: January 11, 2021

Student Rights and Responsibilities (Policy 7:130)

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during non-instructional time, voluntarily engage in individually initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. § 7904.
105 ILCS 20/5.
Tinker v. Des Moines Independent School District, 89 S. Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Discipline),

ADOPTED: May 11, 2020

Search and Seizure (Policy 7:140)

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School Authorities may inspect and search school property and equipment owned or controlled by 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 Superintendent 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.

Students

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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.
2. 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.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/
Cornfield v. Consolidated High School District No. 230, 991 F.2d 1316 (7th Cir. 1993).
People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 116 S. Ct. 1692 (1996).
People v. Pruitt, 278 Ill.App.3d 194 (1st Dist.1996), *app. denied*, 667 N.E. 2d 1061 (Ill. App. 1st Dist. 1996).
T.L.O. v. New Jersey, 469 U.S. 325 (1985).
Vermonia School District 47J v. Acton, 515 U.S. Ct. 646 (1995).
Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009)

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED: January 11, 2021

Agency and Police Interviews (Policy 7:150)

The Superintendent shall develop procedures to manage request by agency officials or police officers to interview students at school. Procedures will:

- (1) Recognize individual student rights and privacy,
- (2) Recognize the potential impact an interview may have on an individual student,
- (3) minimize potential disruption,
- (4) Foster a cooperative relationship with public agencies and law enforcement,
- (5) Comply with State law including, but not limited to, ensuring that 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 Superintendent 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 school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-88.
55 ILCS 80/1 et seq., Children's Advocacy Center Act.
325 ILCS 5/1 et seq., Abused and Neglected Child Reporting Act.
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
725 ILCS 120/1 et seq., Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting) 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior).

ADOPTED: March 7, 2022

Student Appearance (Policy 7:160)

Student dress and hygiene must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Parent Advisory Committee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b
Tinker v. Des Moines Independent School District, 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities) 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior),

ADOPTED: March 7, 2022

Vandalism (Policy 7:170)

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.: 740 ILCS 115/.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: August 12, 2019

Preventing Bullying, Intimidation, and Harassment (Policy 7:180)

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 characteristics **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 a 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying 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, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or web blog 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*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an 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 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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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 counselors, school social workers, school nurses, school social workers, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Jeff Isenhower
106 N. Vine St. Royal, IL 61871
isenhowerj@pvo.k12.il.us
217-583-3300

Title IX Coordinator:

Carl Heuer
304 N. Market, IL 61859
heuer@pvo.k12.il.us
217-582-2725

Compliant Managers:

Carl Heuer
304 N. Market St., Ogden, IL 61859
heuer@pvo.k12.il.us
217-582-2725

Allyson Bork
249 CR 2100 E, Thomasboro, IL, 61878
borka@pvo.k12.il.us
217-694-4122

Anonymous Reporting Call: 217-582-2725

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regards to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a)bullying, (b)student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention and participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy.
- 2) If no revisions are deemed necessary, a copy of the board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to the school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform the staff members of the District's goal to prevent students from engaging in bullying and measures being used to accomplish it. That includes each of the following:

- a. Communicating the District's expectation of State law requirement that teachers and other certified or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7
775 ILCS 5/1-103, III. Human Rights Act.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure) 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications and Written or Electronic Material)

Adopted: March 7, 2022

Student Behavior (Policy 7:190)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging *in prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if 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.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
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. 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 tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or 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 prohibited by this policy.
- h. 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.

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 had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. 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.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
- 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 13. Entering school property or a school facility without proper authorization.
- 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
- 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
- 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 17. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
- 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 19. 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.
- 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- 21. 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.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations 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; or (d) any other location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitations, any of the following:

1. Notifying parent(s)/guardian(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, education, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school-sponsored activities for a definite time period not to exceed 2 calendar years, in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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. Students enrolled in the District's State-funded preschool program(s) through the RCCSEC Cooperative may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s)

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

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 II.Admin.Code §§ 1.280, 1.285), and the District's procedure(s)

Weapons

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 reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1)
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a Billy club, or any other object used or attempted to be used to cause bodily harm, including *look alike* of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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

Incorporated by Reference: 7:190-AP4, (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:	20 U.S.C. §7151 <u>et seq.</u> , Gun-Free Schools Act, 20 U.S.C. §6081, Pro-Children Act of 1994 105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act. 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program. 410 ILCS 647/, Powdered Caffeine Control and Education Act. 430 ILCS 66/, Firearm Concealed Carry Act. 23 Ill.Admin.Code §§ 1.280, 1.285. 105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3
CROSS REF.:	2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen

ADOPTED: March 7, 2022

Suspension Procedures (Policy 7:200)

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending on the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more days, the information listed in section 4.e.ii., above, along with the documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6.
Goss v. Lopez, 419 U.S. 565 (1975)
23 Ill.Admin.Code § 1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Students Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: March 7, 2022

Expulsion Procedures (Policy 7:210)

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney to inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6.
Goss v. Lopez, 419 U.S. 565 (1975).

CROSS REF.: 5:100 (Staff Development) 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: March 7, 2022

Bus Conduct (policy 7:220)

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy 7:190, *Student Behavior*
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, 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.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10/1 et seq.
720 ILCS 5/14-3(m).
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records).

ADOPTED: May 9, 2016

Misconduct by Students with Disabilities (Policy 7:230)

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining 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. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

LEGAL REF.: Individuals With Disabilities Education Act of 2004, 20 U.S.C. § § 1412, 1413, and 1415.
Gun-Free Schools Act, 20 U.S.C. § 7151 et seq.
34 C.F.R. §§ 300.101, 300.530-300.536.
105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill. Admin. Code § 226.400.
Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

ADOPTED: August 9, 2021

Conduct Code for Participants in Extracurricular Activities (Policy 7:240)

The Discipline Committee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property, and (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline and including removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 and 8 participating in these programs.

LEGAL REF.: Mahanoy Area Sch. Dist. V. B.L., 141 S. Ct. 2038 (2021).
Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. Ct. 822 (2002).
Clements v. Board of Education of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).
Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist.1999).
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998).
Veronia School District. 475 v. Acton, 515 U.S. 646 (1995)
105 ILCS 5/24-24, 5/27-23.3, 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: March 7, 2022

Exemption from Physical Activity (Policy 7:260)

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and

2. The student's class schedule.

LEGAL REF.: 105 ILCS 5/27-6
225 ILCS 60/, Medical Practice Act.
23 Ill.Admin.Code § 1.420(p) and § 1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content)

ADOPTED: March 7, 2022

Administering Medicines to Students (Policy 7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) 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 and otherwise follow the District's procedures on dispensing medication.

No School District employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent(s)/guardian(s) have 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 or epinephrine auto injector or the storage of any medication by school personnel. 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 auto injector and/or medication, or the storage of any medication by school personnel.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30. 23
Ill.Admin.Code § 1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADOPTED: March 13, 2017

Anaphylaxis Prevention, Response, and Management Program (Policy 7:285)

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to allergen.

While it is not possible for the District to completely eliminate the risks of anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement a Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c)

provides a full food allergy and prevention of allergen exposure plan, and, and (d) aligns with 105 ILCS 5/22-30 and 23 III.Admin.Code §1.540.

2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as trained personnel, as provided in 105 ILCS 5/22-30AND 23 III.Admin.Code §1.540.
3. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resource/Checklists*.
4. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
5. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.

LEGAL REF.: 105 ILCS 5/2-3.182 and 5/10-22.39. (e), and 5/22-30.
23III.Admin.Code §1.540
Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180(Prevention of and Response to Bullying, Intimidation and Harassment),7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100, Relations with Other Organizations and Agencies)

ADOPTED: July 11, 2022

Extracurricular Athletics (Policy 7:300)

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. The parent/guardian must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse registered nurse, or a physician assistant. The **Pre-Participation Physical Examination Form**, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. All athletes out for extra-curricular athletics (baseball, basketball, cheerleading, track, and volleyball) will be removed from the team if the athlete is academically ineligible for any three (4) weeks any time during that athletic season. Athletes will start each activity listed above with a clean slate. Ineligibility is determined by the IESA bylaws/rules.
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-.20.30, 5/10-20.54, 5/22-80, and 25/2.
23 Ill. Admin. Code §1.530(b).

CROSS REF.: 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED: January 11, 2021

Student Records (Policy 7:340)

School student records are confidential. Information from them shall not be released other than as provided by law. 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 by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

- 1.Records kept in a staff member's sole possession.
- 2.Records maintained by law enforcement officers working in the school.
- 3.Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for the law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
- 4.Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State and federal law with regard to release of a student's school records, including, where applicable, without notice to, or consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official record custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. Of Ed., 332 Ill.App.3d 60 (1st Dist, 2002).
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Family Educational Rights and Privacy Act, IMPLEMENTED BY 34 C.F.R. Part 99.
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
105 ILCS 5/10-20.21b, 5/10-20.40, AND 5/14-1.01 et seq. 20.37, 20.40, 5/14-1.01 et seq.,
105 ILCS 10/III. School Student Records Act.
50 ILCS 205/7, Local Records Act.
750 ILCS 5/602.11. III. Marriage and Dissolution of Marriage Act.
105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security Act)

ADOPTED: March 7, 2022

Community Relations (Policy 8:30)

Visitors Conduct on School Property

The following definitions apply to this policy:

School Property – District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor – Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, 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.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official, 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. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
4. Damage or threaten to damage another's property;
5. Damage or deface School District property;
6. Violate any Illinois law, town 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 policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
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 which are lawful and authorized by the Board of Education;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Exclusive Bargaining Representative Agent

Please refer to applicable collective bargaining agreement(s).

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist., 2000).
20 U.S.C. §7181 et seq., Pro-Children Act of 1994,.
105 ILCS 5/10-20.5b, 5/22-33, and 5/24-25 and 5/27-23.7(a).
115 ILCS 5/3©, Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
430 ILCS 66/, Firearm Concealed Carry Act
410 ILCS 705/, Cannabis Tax and Regulation Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace: E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: May 11, 2020

Asbestos Management Plan

August 1, 2023

Dear Students, Parents, and Employees:

This is to inform you of the status of Prairieview-Ogden Community Consolidated School District # 197 asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environment Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos. Our inspection was conducted on July 7, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Superintendent's office. Should you wish to review the plans, please call to make an appointment between 8:00 AM and 3:30 PM during office hours.

Any concerns relative to asbestos containing materials should be directed to:

Mr. Jeff Isenhower
106 N. Vine Street
Royal, IL 61871
217-583-3300

Sincerely,

Carl Heuer
Principal

Lawn Care Products Application and Structural Pest Control Act

August 1, 2023

Dear Students, Parents, and Employees:

In compliance with school policy 4:160, this is to inform you of the status of Prairieview-Ogden Community Consolidated School District Lawn Care Products Application and Notice Act and the Structural Pest Control Act.

The Prairieview Ogden School Board has assigned head custodian Darrell Lee as the person responsible for compliance with these acts. The acts may be found at: <http://ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1005&ChapterID=17>.

As required, our district will (i) maintain a registry of parents and guardians of students who have registered to receive written or telephonic notification before prior to the application of pesticide to school grounds and notify persons on that list before applying pesticide or having pesticide applied to school grounds or (ii) provide written or telephonic notification to all parents and guardians of students before applying pesticide or having pesticide applied to school grounds such pesticide application.

Mr. Darrell Lee may be contacted at 217-582-2725 to be registered to receive notification.

Sincerely,

Carl Heuer
Principal

Sexual Harassment Report Form

Prairieview-Ogden Community Consolidated School District #197 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sexual discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which creates an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

Complaint_____

Home Address

Home Phone Number_____

Date of Alleged Incident(s) _____

Name of Person(s) you believe have sexually harassed you_____

List any witness that was present _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements; what, if any, physical contact was involved; what did you do to avoid the situation, etc....(Attach additional pages if needed).

[illegible]

This complaint is filed based on my honest belief that _____
(name)

has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Date _____

Please Print Student Name Clearly

Handbook Contract/Acceptable Use

Please sign below to show that you have read and discussed the PVO Student Handbook rules and policies, including the Acceptable Use policy for technology.

I understand and will abide by all rules contained in this *Authorization for District Network and Internet Access*, and any other rules of computer, network, E-mail, or Internet use adopted from time to time. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken against me.

I have read this Authorization for District Network and Internet Access. I understand that access is designed for educational purposes and that the school does not authorize, and attempts to bar access by students to certain material which is not in furtherance of educational purposes. However, I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the District and its employees and agents from any cause of action related to my child obtaining access to materials or software which are inappropriate. I accept full responsibility for supervision of my child if and when my child's use is not in a school setting. I have discussed the terms of this Authorization, and the rules with my child. I hereby request that my child be allowed access to the District's Network and the Internet.

I, _____ (student), have read, discussed, and understand the contents of the Prairieview-Ogden Student Handbook, including the Acceptable Use Policy for technology.

(signature and date)

I, _____ (parent/guardian), have read, discussed, and understand the contents of the Prairieview-Ogden Student Handbook, including the Acceptable Use Policy for technology.

(signature and date)

Please return to the school by Friday, August 25, 2023

Detention Hall Rules

1. While in detention, students will be silent, preferably studying schoolwork, and cooperative with the detention hall teacher. (No magazines, no drawing, no doodling, no library books.)
 2. Any student removed from the detention hall will have to meet immediately with the principal.
 3. Detention will be held in the assigned teacher's room. Location of the assigned detention room will be posted near the office.
 4. Parents will be notified of detention in writing. Detentions must be served within the next 2 days of parent notification (or otherwise specified). Signed slips by parents are to be returned to the teacher assigning the detention.
-

I have read and understand the rules outlined in the Prairieview-Ogden policy 7:190.

Student signature

Date

Parent/Guardian signature

Date