

**PAW PAW  
SCHOOL DISTRICT #271**



**STUDENT HANDBOOK**

**2020-2021**

## **SPECIAL NOTE TO PARENTS AND STUDENTS**

This handbook is provided for each member of the student body and his/her parents/guardian, and for the faculty and staff of Paw Paw Community Unit School District #271 as a source of information.

Students and/or their parent(s)/legal guardian(s) will be required to have on file verification of receipt of the Student/Parent Handbook. Junior High students will sign a form when they receive the handbook. Additionally, Junior High students will use their handbook as a means for a pass out of class, tracking school assignments or other uses as designated by the school.

The handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. Handbook policies pertain to events or activities in which a student is present or a participant either at Paw Paw School or events off school property that are associated with or sanctioned by Paw Paw School to include when school is not in session. Each incident will be considered according to the individual merits of the case. School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Consequences may be altered based upon past student conduct if such consequences have shown not to change behavior to an acceptable standard. Consequences may also revert back to lesser levels if the student has demonstrated a positive change in behavior during the course of the school year. Students may also receive recognition for positive adherence to school or classroom rules or conduct that is shown to be beyond anticipated standards. Typos in the handbook will follow the intent of the rule.

Paw Paw CUSD #271 can regulate/address behavior of students as follows:

- On, or within sight of, school grounds at any time
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to the school (a nexus is present that connects the activity to the school regardless if the activity is officially sanctioned by the school)
- Traveling to or from school or a school related activity, function, or event
- Anywhere off-campus, if the conduct substantially 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:
  - Be a threat or an attempted intimidation of a staff member
  - Endanger the health or safety of students, staff, or school property

The regulations of Paw Paw School have been carefully prepared to provide the maximum benefits to the maximum number of students based upon proven educational philosophy. It is the responsibility of all staff to operate the school to the optimum educational benefit of the individual students. As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. Therefore, any complicity in or responsibility for actions detrimental to good order, health, safety, or the educational process will be resolved by the Principal, or their designee, with the aid of the school staff. In order to ensure the safety of the students, staff, and school property, the use of video/audio for surveillance may be used. Following the rules of due process, such resolutions may result in consequences ranging from reprimand to suspension from school not exceeding 10 days, and/or a referral to the Board of Education with a recommendation for expulsion up to two years.

Although students may not be actively participating in extracurricular activities, student participation or attendance may be restricted in activities or events based on inappropriate behavior outlined in the extra-curricular activities discipline policies. Students may have their presence at school related activities impacted as well.

Changes in this district handbook can and will be made as we develop better approaches to our endeavor. The Board of Education appreciates the input from the district discipline committee. This committee, made up of Board members, parents, students, and administrators, met during the previous school year giving their ideas and suggestions regarding the necessary rules and regulations needed for our schools. Please feel free to contribute any ideas which you feel will improve the education of students. Rules, regulations, and information pertains to all age groups unless specified by a grade level.

HANDBOOK APPROVED BY BOARD OF EDUCATION – June 17, 2020

## **DISTRICT INFORMATION**

### **District Superintendent:**

Dr. Steve Epperson, Interim Superintendent, 815-627-2841 ext. 230

Dr. Lynn Gibson, Interim Superintendent, 815-627-2841 ext. 230

### **K-8 Principal:**

Mrs. Eve Phillips 815-627-2671 ext. 224

### **Board of Education:**

Email addresses for school board members can be found on the Paw Paw CUSD #271 website.

Mr. Jason Penman - Board President

Mrs. Kristel Schlorff – Board Vice President

Mrs. Dawn Foster – Board Secretary

Mrs. Sandra Heiman – Board Member

Mrs. Theresa Coomer – Board Member

Mrs. Danielle Allen – Board Member

Mr. Todd Schrader - Board Member

### **Board Mission Statement**

Paw Paw School District #271, in cooperation with the community, students, and parents, will create an environment in which all students can learn and develop to their maximum potential. The partnership shall encourage all students to become responsible lifelong learners and decision makers as they prepare for the future.

### **Board Belief Statements**

- We believe the school should be a supportive place where students can develop positive self-concept.
- We believe that staff development opportunities are necessary for teachers to be able to implement more effective teaching strategies.
- We believe that the basic transferable skills of understanding, problem solving, and communicating will be developed and encouraged within each student.
- We believe that each student should be provided the opportunity to develop to their utmost ability.
- We believe that each student is responsible for their own choices and actions.
- We believe that each individual share responsibility for the well-being of all students.
- We believe that each individual should realize that taking risks encourages innovation and creativity.
- We believe that each student must develop necessary time management, organization, and study skills.
- We believe that each student will be aware of their own worth and individuality and develop an appreciation and understanding of other individuals.
- We believe that each student will realize that the process of education is more than merely the accumulation of facts.
- We believe that students will be lifelong learners, thereby enabling them to cope with our changing society.

## School Song (Loyalty)

We're loyal to you Paw Paw High

We're purple and gold Paw Paw High

We'll back you to stand, 'gainst the best in the land

For we know you have sand Paw Paw High; Rah Rah

So toss up that ball, Paw Paw High

We're backing you all, Paw Paw High

Our team is our fame protector

On, boys, for we expect a victory from you Paw Paw High

Fling out that dear old flag of purple of gold

Lead on your sons and daughters fighting for you,

Like men of old, on giants, placing reliance,

Shouting defiance, Oskee-wa-wa

Amid the broad green plains that nourish our land

For honest labor and for learning we stand,

And unto thee we pledge our heart and hands

Dear Alma Mater, Paw Paw High

**Paw Paw Elementary Behavior Standards (K-5)**  
**Bulldogs P.A.W.S to Make Good Choices**

	<b>Always</b>	<b>Hallways</b>	<b>Restrooms</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Specials &amp; Library</b>
<b>P</b> PRACTICE a POSITIVE attitude	<ul style="list-style-type: none"> <li>◆ Act kind towards others</li> <li>◆ Try my best</li> <li>◆ Persevere</li> <li>◆ Honest</li> </ul>	<ul style="list-style-type: none"> <li>◆ Hold doors for others</li> <li>◆ Greet others with a smile</li> </ul>	<ul style="list-style-type: none"> <li>◆ Remember my purpose</li> <li>◆ Show citizenship by giving others privacy</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use my manners</li> <li>◆ Act kind towards others</li> </ul>	<ul style="list-style-type: none"> <li>◆ Act kind towards others</li> <li>◆ Practicing being a good sport</li> <li>◆ Care for friends when they are hurt</li> </ul>	<ul style="list-style-type: none"> <li>◆ Persevere</li> <li>◆ Take turns</li> <li>◆ Use kind words</li> </ul>
<b>A</b> ACT Responsibly	<ul style="list-style-type: none"> <li>◆ Be prepared</li> <li>◆ Finish my Work</li> <li>◆ Take Responsibility for my own actions</li> </ul>	<ul style="list-style-type: none"> <li>◆ Keep my hands and feet to myself</li> <li>◆ Travel quietly between classrooms</li> </ul>	<ul style="list-style-type: none"> <li>◆ Wash hands with soap and water</li> <li>◆ Clean up after myself</li> </ul>	<ul style="list-style-type: none"> <li>◆ Clean up after myself</li> <li>◆ Use materials for their purpose</li> </ul>	<ul style="list-style-type: none"> <li>◆ Take care of and use equipment properly</li> <li>◆ Dress appropriately for the weather</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use materials for their purpose</li> <li>◆ Clean Up After Myself</li> </ul>
<b>W</b> Ready to WORK together as citizens	<ul style="list-style-type: none"> <li>◆ Show Patience</li> <li>◆ Listen to others</li> </ul>	<ul style="list-style-type: none"> <li>◆ Remember my purpose for being in the hallway</li> <li>◆ Line up quietly</li> </ul>	<ul style="list-style-type: none"> <li>◆ Show patience by waiting my turn</li> </ul>	<ul style="list-style-type: none"> <li>◆ Watch where I am going</li> <li>◆ Show patience</li> </ul>	<ul style="list-style-type: none"> <li>◆ Share playground equipment</li> <li>◆ Practice taking turns</li> </ul>	<ul style="list-style-type: none"> <li>◆ Follow Directions</li> <li>◆ Safely share our learning space</li> </ul>
<b>S</b> SHOW Respect	<ul style="list-style-type: none"> <li>◆ Follow Directions</li> </ul>	<ul style="list-style-type: none"> <li>◆ Keep my hands, feet, and objects to myself</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use bathroom materials properly</li> </ul>	<ul style="list-style-type: none"> <li>◆ Listen to adults</li> </ul>	<ul style="list-style-type: none"> <li>◆ Listen to adults</li> <li>◆ Care for equipment</li> </ul>	<ul style="list-style-type: none"> <li>◆ Quiet voice levels</li> <li>◆ Listen to adults</li> <li>◆ Use appropriate Language</li> </ul>

**Paw Paw Junior High Behavior Standards (6-8)**  
**Respect the BARK. Fear the Bite.**

	<b>All Settings</b>	<b>Classroom</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Bathroom and Locker Room</b>
<b>B</b> Be Prepared	<ul style="list-style-type: none"> <li>◆ Bring required materials to class</li> <li>◆ Do your homework</li> <li>◆ Bring your homework</li> </ul>	<ul style="list-style-type: none"> <li>◆ Bring required materials to class</li> <li>◆ Do your homework</li> <li>◆ Be ready to listen</li> </ul>	<ul style="list-style-type: none"> <li>◆ Get to class on time</li> <li>◆ Keep locker area organized</li> <li>◆ Be aware of your surroundings</li> <li>◆ Have a hall pass</li> </ul>	<ul style="list-style-type: none"> <li>◆ Remember your lunch card or lunch</li> </ul>	<ul style="list-style-type: none"> <li>◆ Remember your purpose</li> <li>◆ Have a hall pass</li> <li>◆ Bring PE Uniform</li> </ul>
<b>A</b> Act Responsibly	<ul style="list-style-type: none"> <li>◆ Do your work</li> <li>◆ Take ownership of your actions</li> <li>◆ Be responsible for materials</li> <li>◆ Listen to others</li> <li>◆ Think before you act</li> </ul>	<ul style="list-style-type: none"> <li>◆ Pay attention</li> <li>◆ Do your homework</li> <li>◆ Help others</li> <li>◆ Participate in class</li> </ul>	<ul style="list-style-type: none"> <li>◆ Remember your purpose</li> <li>◆ Clean up litter</li> <li>◆ Walk</li> <li>◆ Let elementary students walk first</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use materials appropriately</li> <li>◆ Follow directions</li> <li>◆ Have cordial conversation</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use materials appropriately</li> <li>◆ Wash your hands</li> <li>◆ Keep locker room clean</li> <li>◆ Keep area undamaged</li> </ul>
<b>R</b> Respect Others	<ul style="list-style-type: none"> <li>◆ Help someone when they need it</li> <li>◆ Treat others how you want to be treated</li> <li>◆ Include others</li> <li>◆ Use respectful language</li> </ul>	<ul style="list-style-type: none"> <li>◆ Follow directions</li> <li>◆ Respect other's materials</li> <li>◆ Work together in groups</li> <li>◆ Provide input when it is your turn to do so</li> </ul>	<ul style="list-style-type: none"> <li>◆ Be quiet when students are learning in classrooms</li> <li>◆ Use appropriate language</li> <li>◆ Respect other students' space</li> </ul>	<ul style="list-style-type: none"> <li>◆ Follow directions</li> <li>◆ Respect other students' space</li> <li>◆ Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>◆ Keep the area clean</li> <li>◆ Respect privacy of other students</li> <li>◆ Use materials appropriately</li> </ul>
<b>K</b> Keep Safe	<ul style="list-style-type: none"> <li>◆ Report ALL threats</li> <li>◆ Use materials appropriately</li> <li>◆ Take drills seriously</li> <li>◆ Report issues to teachers immediately</li> </ul>	<ul style="list-style-type: none"> <li>◆ Maintain personal space</li> <li>◆ Know the exit routes in case of emergency</li> </ul>	<ul style="list-style-type: none"> <li>◆ Tell any visitors to go to the main office</li> <li>◆ Walk</li> <li>◆ Respect other students' space</li> <li>◆ Walk on right side of hall</li> </ul>	<ul style="list-style-type: none"> <li>◆ Clean up spills</li> <li>◆ Leave the area clean</li> <li>◆ Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>◆ Leave area clean and dry</li> <li>◆ Keep materials locked in locker</li> </ul>

# STUDENT HANDBOOK

## Table of Contents

### General School Information

ADA Public Notice.....	8
Building/Infrastructure.....	8
Communication.....	9
District Transportation.....	10
Enrollment/Registration of Students.....	11
Equal Access.....	13
Field Trips.....	13
Fire and Safety Drills.....	14
Lockers & Hallways.....	14
Lunch.....	14
Medical and Health Information.....	15
Outside Agency Interviewing Students.....	19
Sexual Harassment.....	19
Teen Dating Violence Prohibited.....	21
Erin’s Law.....	21
School Rental and Fees.....	21
School Safety and Visitor Reminder.....	22
Special Education.....	23
Staff Credentials.....	24
Student Accident Insurance Coverage.....	24
Student Images/Photograph.....	24
Student Records.....	24
Student Support Services.....	25
Visitation Rights For Parents and Legal Guardians.....	26
Visitors.....	26

### Attendance

Appointments.....	26
Daily Time Schedules.....	27
Dismissal Due to Severe Weather.....	27
Early Admission to School.....	27
Homeless Children.....	27
Limitations.....	28
Policies/Procedures.....	29
School Functions.....	29
Student Sign-out Process.....	29

Tardy to School.....	29
Truancy.....	30
Vacations.....	31

### Academic Information

Academic Policies/Procedures Junior High.....	31
Junior High Grades 6-8.....	31
Honor Roll Recognition 6-8.....	31
Promotion & Retention Policies/Procedure.....	31
Schoolwork/Homework/Assignment.....	33
Student Assessment/Report Cards/ Academic Progress.....	34
Withdrawal Procedures/Transfer Grades/ Credits.....	35

### Student Behavior

Student Disciplinary Actions/Measures.....	35
Discipline Policy.....	35
Definitions/Expectations.....	38
Acceptable Use Policy.....	43
Bicycles/ Skateboards.....	44
Bullying/Cyber Bullying/Harassment.....	44
Consequences for Non-Compliance with Disciplinary Actions.....	46
Corporal Punishment.....	47
Dances.....	47
Dangerous Weapons.....	47
8th Grade Trip.....	47
Gang and Gang-Related Activities.....	48
Goodnight Rule.....	48
Passes/Leaving.....	49
Personal E-Devices.....	49
Search and Seizure.....	49
Students Capturing Images/Video/Audio During School Hours.....	50
Suspensions.....	50
Expulsion.....	52

## ***General School Information***

### **ADA PUBLIC NOTICE**

Public Notice is hereby given that the public, students, and employees of Paw Paw School District No. 271 are protected by the provisions of title II of the Americans with Disabilities Act of 1990. Section 202 of this act provides as follows: "Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability be excluded from participating in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

### **BUILDING/INFRASTRUCTURE**

#### **Asbestos Notification- Management Plans**

Paw Paw C.U.S.D. #271 complies with all State and Federal Laws pertaining to the management of asbestos containing building materials (ACBM's). There is a management plan housed in the Superintendent's Office. The plans are available for public inspection during normal school hours given notification of such intent 24 hours in advance. Copies are available at a cost of thirty-five cents (\$0.35) per page for all or parts of the documents. For further information contact Kathy Lamb at 815-627-2841.

#### **Integrated Pest Management (IPM) Program**

Paw Paw C.U.S.D. #271 complies with the Structural Pest Control Act (225 ILCS 235) as administered by the Illinois Department of Public Health (IDPH). The designated person oversees the pest management operations and record keeping for our schools and can be contacted at 815-627-2841 if you need further information. The district's pest control provider and the scope of their service bring our district into full compliance with the provisions of the act. The technicians will not apply liquid pesticides to any interior portions of the buildings; will use insect baits on the interior of the building; and rodent control on the interior of the buildings will be accomplished through the use of automatic stations, whenever possible. Should rodent pesticides be used they will be placed in rodent stations. No bait will be left in accessible areas to students. Insect baits are extremely effective in controlling a wide variety of problems inside the school buildings. The baits will not compromise student/faculty/staff breathing problems.

#### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building or on District provided transportation. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on a video recording, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel. Pending privacy concerns, video recordings may not be made available for viewing other than by persons designated by the District.

#### **Presence on Property**

Presence in the building without permission, breaking into the building, being in the building when no authorized supervising adult is present that is scheduled to supervise the student, or when the school is closed will be considered Unauthorized Presence. Incidents will be reported to legal authorities which may include criminal charges. Disciplinary action may include recommendation for expulsion especially if damage or mischief occurs.

Students are encouraged to appropriately use outdoor facilities and equipment for recreation. Students may not be in the building without supervision from a coach, teacher, staff member or recognized organization that has permission to utilize the facilities. Organizations must have specific permission to allow students to be present. The administration reserves the right to deny access to school property/building with subsequent presence that may lead to disciplinary action (warning through recommendation for expulsion) with subsequent presence considered trespass which may be reported to legal authorities with additional school disciplinary consequences. Students who are serving an out-of-school suspension may not be on school property at any time until 7:45 a.m. the next school day following the suspension (i.e. a suspension on Friday would include no



presence on the weekend until 7:45 a.m. the next school day). There is to be no presence on school property after dark except for activities authorized by the school to include authorized organizations.

### **Telephone use**

The school phone is reserved for school business only. Students are required to ask permission to use the phone. Acceptable reasons for students using the phone are: a change in school activity time or date not announced prior to that day or becoming ill in school. Student use of the phone for calling parents to bring books, homework, band instruments, and permission to stay for a game or to go home with a friend is not considered school business.

### **COMMUNICATION**

Parents/guardians are encouraged to contact school staff when they have questions or concerns regarding their child's progress. The school's phone system has a directory of teaching staff and parents are requested to utilize this feature instead of calling the main office to have a call connected to a teacher. Teachers will not take calls during instructional time. Each staff member has voicemail and a school email address that is accessible 24 hours a day.

***Staff members are encouraged to attempt a return contact within two school days unless the staff member is not at school.***

Most situations come up when a child comes home with a story or event that occurred at school. Parents want to believe their child and children want to be believed by their parents. Please take the time to listen to your child but reserve opinion until you have had the time to hear both sides of the story.

Listed below are the sequential steps to best resolve an issue. If there is a skip in the steps the person you speak to will listen to your concern; however, may direct you back to the person/level that will best address your issue. The best information comes from the source of your concern.

1. Take your concern to the person closest to the concern. No matter where the issue is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. It is best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, communicate any concerns you have quickly and openly and follow-up with updates whether issues have progressed positively or negatively. The problem you and your child face may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the problem first. If you call for an appointment to see your child's teacher, let them know in advance what the general nature of your concern is. This gives them an opportunity to ask other staff members for information that might relate to your problem or concern.
2. Present your concern to the next level – Principal  
The Principal is responsible for supervision of staff within buildings and supervises all school bus drivers and is the next person to contact if the staff member closest to the problem has not been able to satisfactorily resolve the difficulty. The Principal's ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.
3. Sometimes all the best intentions cannot solve an issue. When you believe you have worked hard with those closest to the issue, and you've taken the issue to the Principal but still haven't achieved a satisfactory outcome, the Superintendent of schools is the next place to go.
4. Contact your school board members.  
School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a

majority of the board at meetings open to the public. The board's primary responsibility is to make policies that guide the school district. Any change in policy requires two readings at two separate public meetings; a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the board to make a response.

So when should a board member be contacted and what can they do?

Contact a board member....

- after all other means of following the chain of command to solve an issue have been tried.
- when a policy is being enforced but you believe it results in bad consequences.
- when you believe a policy is not being enforced.
- when policies or procedures are not enforced fairly for all.

A board member may take one or all the following actions...

- informally discuss the issue with the Superintendent or other administrators to consider whether policies or rules should be changed.
- request that the board review the specific policies that relate to the situation.
- propose new policies for the board's consideration.

### **DISTRICT TRANSPORTATION**

School bus riders, while in transit to and from school or school sponsored activities, are under the jurisdiction of the school bus driver unless the administration designates some other adult to supervise the riders.

1. Bus routes will only be within the district boundaries following school district policies for transportation
2. Be on time at the designated school bus stop.
3. All family members riding the bus are to be at the stop at the same time.
4. The bus driver will give riders pick-up times. The bus will depart without pick-up if other drivers are inconvenienced or if students are not ready for their bus pick-up.
5. Stay off the road at all times while waiting for the bus.
6. Be careful in approaching the place where the bus stops.
7. Do not move toward the bus until the bus has been brought to a complete stop.
8. Do not leave your seat while the bus is in motion.
9. Remain in the bus in the event of an emergency until instructions are given by the bus driver.
10. Do not ask drivers to stop at places other than the regular stops; they are not permitted to do so without authorization from a school official.
11. Students will be let off the bus only at their designated stop.
12. Special bus rider circumstances:
  - a. Non-bus students must have a written note from their parents and the parents of the student they are going home with in order to ride the bus
  - b. Bus students who are being left off at a stop other than their regular stop must have a written note from their parents.
  - c. Bus students riding a different bus than they normally would ride must have a written note from their parents and approved in the main office prior to dismissal the day of or school day prior to morning pick-up.

All children/family of a designated stop are to be ready for pick-up and/or come out at the same time. If one or more children continually delay the bus pick-up, they will be subject to bus discipline procedures or other disciplinary action. It is unsafe and very inconvenient for other motorists to wait for an extended time for a stopped school bus.

Those who ride the buses to school events will be expected to go and return on the bus unless special arrangements are made previous to the event by the parent or when parents personally request that their son/daughter ride home with them after an event. Parents themselves, not the students, must request this from the Principal.

Bus riding is a privilege provided by the Board of Education. It is the responsibility of the parents to see that their children arrive at school for their education. Disruptive behavior on the bus will not be tolerated. Any disruptive behavior creates a potential safety hazard for other children. Disruptive behavior on the bus (Examples: failing to follow instructions, being uncooperative with school personnel, repeated boisterousness including use of profanity, swearing, abusive physical contact with other students such as shoving, pushing, and tripping) will be dealt with per the handbook which may include consequences of warning through recommendation for expulsion.

The bus driver will report the incident to the Principal. The Principal will investigate the situation and determine the nature of the problem and its severity. The Principal may just issue a warning at this point. Parents/guardians will be notified of the situation and consequences.

The following are the procedures, in addition for school disciplinary action, are at the disposal of the Principal to follow if the situation warrants more than a warning for disruptive behavior:

1. First offense - 2 days suspension of riding privileges.
2. Second offense - 5 days suspension of riding privileges.
3. Third offense - 10 days suspension of riding privileges.
4. The administration reserves the right to alter steps (increase the suspension) when the seriousness of the offense warrants such action.

### **ENROLLMENT/REGISTRATION OF STUDENTS**

Paw Paw School holds registration yearly for all returning students, transfer students and students that will not attend Paw Paw School but will be considered a Paw Paw Student (i.e. special education placements, alternative educational provision, etc.). Registration is generally held the first week of August with afternoon and early evening hours.

**Students may not attend classes whether they will be at Paw Paw School or other educational placement until the enrollment and registration process is completed. Students will not be permitted to register on the first day of school until after dismissal on that day and then no later than 3:45 p.m.** Busses will not transport students that are unregistered. The first day of school is very busy and staff is not available to register a student.

The following are guidelines for enrollment/registration:

- Residency is verified for each student whether they attended Paw Paw School the prior year, have siblings in the school, are transferring to Paw Paw CUSD #271 and especially if the student moved during the previous school year and completed the school year at Paw Paw or transferred to another school or academic setting.
- Several documents are required to verify residency in the district and the school has Illinois State Board of Education/Paw Paw CUSD #271 forms that are to be used for custody and control over a student and some alternative living arrangements (no landlord, living with a district resident, etc.).
- Students that moved but completed the previous school year under the provisions contained in the Illinois School Code will be treated as transfer students and may be required to provide documents that are required of a transfer student.
- If a student leaves the district during the school year and then subsequently returns the verification process will be used.
- False or unlawful enrollment will terminate attendance and require a pro-rated, per day payment of the tuition that would be charged for a non-resident.
- Students that begin the first day of school as a resident may continue to complete the school year after moving out of the district; however, transportation to school will be the responsibility of the parent/legal guardian.

At the end of the school year all access to Paw Paw CUSD #271 activities designated for Paw Paw CUSD #271 students/residents are terminated if the student did not complete the year as a resident or moves out of the district over the course of the summer.

### **Enrollment of Resident Students**

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. At the end of the school year they will no longer be permitted to participate in Paw Paw School activities that are designated for Paw Paw Students unless residency in the district is re-established and verified.

### **Enrollment of Non-Resident Students**

Non-resident students may attend District schools upon the Superintendent's recommendation, approval of the School Board, and subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will attend the school designated by the School Board.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
5. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

The Superintendent or designee is authorized to enter into a written agreement with adjacent school districts to provide for tuition free attendance by a student of the adjacent district, provided that both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance. When making a request or tuition free attendance, the student or parent(s)/guardian(s) should state in writing how the student's health and safety needs will be served by such attendance.

Students transferring from a Home School or Private School will have placement in academic programming and/or grade level determined by the Principal through the review of academic work of the student, grades, and/or placement tests. Students who once attended Paw Paw School then subsequently were withdrawn and then homeschooled will not automatically be placed into the grade level that aligns to the number of years the student was homeschooled upon return to Paw Paw Schools. The student could be placed into grade levels above or below the peer group associated with their last enrollment at Paw Paw School using the methods described above.

### **Challenging a Student's Residency Status**

If the Superintendent or designee determines that a student attending school on a tuition free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code 105 ILCS 5/10-20.12b.

## **Foreign Exchange Students Enrollment**

The Superintendent or designee is authorized to enter into written agreements with cultural exchange organizations and institutions supported by charity to provide for tuition free attendance by foreign exchange students and non-resident pupils of charitable institutions. Parents/residents are to first request school approval from the Principal for consideration of enrollment of an exchange student. The Board of Education approves all Foreign Exchange Enrollments.

Participation in interscholastic activities governed by the Little 10 conference or as part of an Illinois High School Association (IHSA) activity may be restricted pending approval from those organizations. Host families will be responsible for all requirements to apply for approval. Host families assume all responsibilities regarding foreign exchange students enrolled at Paw Paw School similar to that of a parent or guardian.

## **EQUAL ACCESS AND NONDISCRIMINATION**

It is the policy of Paw Paw Community Unit School District No. 271 not to discriminate on the basis of gender, color, race, nationality, or religious affiliation in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments or other laws. Inquiries regarding compliance with Title IX or other discriminations may be directed to:

Paw Paw Community Unit School District #271

Steve Epperson; Lynn Gibson

Non-Discrimination Coordinator, Central Office

511 North Chapman St., P.O. Box 508, Paw Paw, IL 61353-0508

815-627-2841

[sepperson@2paws.net](mailto:sepperson@2paws.net); [lgibson@2paws.net](mailto:lgibson@2paws.net)

Or

Paw Paw Community School District #271

Eve Phillips

Title IX Coordinator

511 North Chapman St., P.O. Box 508, Paw Paw, IL 61353-0508

815-627-2841

[ephillips@2paws.net](mailto:ephillips@2paws.net)

Or

Office for Civil Rights

U.S. Department of Education

400 Maryland Avenue, SW, Washington, D.C. 20201-1100

<http://www.ed.gov/ocr>

## **FIELD TRIPS**

During the course of the year the school will schedule field trips. Teachers request that the administration deny student attendance on a field/class trip based upon lack of academic progress, poor attendance in their class or for documented disciplinary reasons. Administration may also deny a student from attending/participating in a field trip. Students will need to return permission forms. Attendance on field trips will take into consideration student behavior, grades, and attendance. Generally, students that have 2 or more F's, unexcused absences or disciplinary referrals may be denied attending a field trip. If a student is not permitted or chooses not to attend a field trip they will need to be in attendance at school or be absent for a medical reason with a doctor's note present indicating the student was under medical care and was not able to attend school on that particular day(s); otherwise, the absence will be considered unexcused and a class cut.

The Board of Education will approve the annual 8th grade field trip and all overnight field trips.

## **Chaperones**

Chaperones are not to bring guests (i.e. younger children) when chaperoning on fieldtrips. Chaperones will be limited to a child's parent or legal guardian. Trip coordinators reserve the right to choose chaperones. Chaperones for the 8<sup>th</sup> grade trip will be determined by the class sponsors with approval by the administration. Chaperones of these trips may be expected to pay for part or all of the expenses associated with the trip. Limitation on how many parents may ride district-provided transportation for a field trip will be determined on a per trip basis to limit the number of busses required. Parents may also provide their own transportation if approved to be a chaperone. Students will ride the district transportation to and from the destination. Parents or other persons may not 'meet' up with a field trip and assume the role of chaperone or trip attendee without the prior, authorized approval of the administration. If such a situation occurs, the trip organizer is authorized to notify local law enforcement and/or site managers to remove or limit access of the unannounced attendee to the trip area.

## **FIRE AND SAFETY DRILLS**

Paw Paw school initiates several safety drills during the school year. These include: fire, take cover, shelter in place, evacuation and others. Fire and disaster drills will be held at regular intervals. Students are to follow all instructions, assist when requested and cooperate during all drills. Failure to follow directives, instructions or cooperate will result in disciplinary consequences.

## **LOCKERS & HALLWAYS**

Lockers are the property of the school district and are to be used as storage areas for books, school supplies, outdoor garments, and lunches brought from home. Lockers are not to be shared by students including the locker rooms. School authorities reserve the right to periodically inspect any locker to insure the health, safety, and general welfare of students, faculty, and school property. Searches may be conducted by school officials at any time. Lockers (hallway and locker rooms) are not to be shared. Students are responsible for all contents in their assigned locker.

Should school officials have reasonable suspicion to believe that an illegal substance, dangerous material, or stolen property is located in a locker, they may search the locker with or without the student being present or without the student's consent.

Locker decorations are not permitted except for special occasions and items will be removed by school staff when the event has passed or if not removed by the student when requested. Students are not to mark or write on or in their lockers. At the end of the year or when a student withdraws from the school the locker is to be clean with no items or decorations remaining. The check-out process is not complete until the locker is clean. Student personal belongings, school materials, and other items are not to be left in hallways, classrooms without teacher permission, or other areas of the building. Items left lying out may be collected by school staff and personal belongings disposed of if not retrieved within a week. Students will be responsible for missing schoolbooks, equipment, uniforms, etc. Disciplinary consequences may also be assigned if a student continues to leave items unattended.

Students are to report malfunctioning lockers to the office. Students who alter the functionality of a locker will receive disciplinary consequences.

## **LUNCH**

NO STUDENT in grades K-8 will be allowed to leave campus at lunch unless authorized by the Principal. Lunch will be eaten in the cafeteria only. If a parent desires a student to eat at home, a written note from the parent must be on file in the office. Students may be issued assigned seats during lunch if needed.

K-5 - The classroom teacher will take a lunch count at the beginning of each day. Lunch and milk money are to be paid for IN ADVANCE in the Main School office. Lunches should not be charged. Students are to take care

of restroom needs and fountain drinks before the end of lunch. Teachers may restrict requests to use the restroom or water fountain the first-class period after lunch.

### **Schedules**

Student Lunch Times are TBD pending the revising of a daily class schedule for students.

### **Program**

Student I.D.s - Grades 6-8

Students will need their school issued ID card to be served in the lunch line.

School Lunch Price:	Grades K-6	\$2.25
	Grades 7-8	\$2.50
	Adults	\$2.75
	Extra Milk Price	\$0.35 per carton

Free and reduced-price lunches are available to those students who qualify under State and Federal programs.

School lunches are paid through the use of an automated account process using funds provided by parents. It is not the policy of the school district to allow students to charge lunch; however, students may be allowed to charge up to five (5) lunches on their account before not having a lunch provided. Notices will be sent home when accounts become delinquent.

### **MEDICAL AND HEALTH INFORMATION/POLICIES/PROCEDURES**

School code permits the withholding of student academic reports for non-compliance with health requirements.

#### **Immunizations and Physical Exams**

The Illinois School Code requires that each child present proof of having immunizations and health/physical examinations in accordance with the law and rules and regulations of the Department of Public Health in each of the following situations:

- Upon entering nursery school
- Within one year prior to entering kindergarten or first grade (Included in this examination should be the test for lead content within the student's blood system)
- Upon entering 6th and 9th grades
- Upon transferring from another school outside of Illinois, irrespective of grade

Additional health examinations of students may be required when deemed necessary by school authorities.

All students that participate in interscholastic sports will be required to have a physical in order to participate in practices and events. Physicals are good for one calendar year. A student must have a new physical to start an interscholastic sport if the past physical will expire during the sport's season. The school provided form will be required for submission of the physical. A school physical exam CAN be used in place of a sports exam. However, a sports exam can NOT be used in place of a school physical exam.

The following immunizations are required by state law. Month/Day/Year must be given.

- Polio - 3 or more doses no less than six (6) weeks apart. The last being a booster on or after the 4th birthday.
- Hepatitis B shots required prior to admission to K and 5.
- D.P.T. - 3 or more doses (4 or more required for kindergarten) no less than 4 weeks apart. The last being a booster on or after the 4th birthday. Must receive dose every ten years thereafter.
- Chickenpox vaccine (varicella) – 1 dose of chickenpox vaccine on or after their first birthday. A physician can confirm past disease history in lieu of vaccination by having examined the infected child, documenting the parent's description of the child's history, or reviewing laboratory evidence.
- Tdap vaccine booster 1 dose upon entering 6th grade regardless of the interval since last DTap, DT, or Td dose

- Measles (Rubella) – received two doses, the first dose must have been received on or after 12 months of age, and the second dose no less than 1 month later. Two doses must have been given before entering kindergarten. Laboratory evidence of measles immunity or physician’s certification is acceptable.
- German Measles (Rubella) – received two doses, the first dose must have been received on or after 12 months of age, and the second dose no less than 1 month later. Two doses must have been given before entering kindergarten. Laboratory evidence of measles immunity or physician’s certification is acceptable.
- Mumps - Strongly recommended but not required at this time. May be combined in one shot called MMR
- Meningitis – Required for students entering 6th and 12th grades

Physicians licensed to practice medicine in all of its branches are responsible for the health examinations, as specified by the Department of Public Health, and must sign all portions of the health examination form, as well as any portions of the examination performed by a registered nurse.

Hearing and vision screenings will be provided annually for all students in the following categories: pre-school, children in grades K and 2nd, special education students, new students, and teacher or parent referrals. Hearing screenings will also be provided for grade 3 students. Grade 8 students will also receive vision screenings. As time allows, all other students in elementary school will be screened annually. The purpose of the vision and hearing screenings provided by the Paw Paw School Nurse, is to determine whether or not there may be a hearing or visual impairment that may be hindering the student from reaching his/her optimal learning level. The screenings are not meant to take the place of an exam and testing provided by a physician or other specialized personnel. Any questions or concerns may be directed to the School Nurse.

Health and dental examinations report forms used shall be those which the Department of Public Health and the Illinois State Board of Education prescribe for statewide use. Licensed dentists must sign all dental examination report forms. Please note: The State of Illinois has mandated that all students in Kindergarten, second and sixth must have a dental exam prior to May 15th of the current school year.

### **Health Examinations/Non-compliant**

If a child does not submit proof of the required health examination, and immunization requirements by the first day of attendance, the child will be excluded from school until such time as proof is presented. Dental exams are required by May 15<sup>th</sup> of the current year. This requirement will be waived if the parent can show proof of a doctor’s appointment, which is made to correct examination and immunization requirements. Children whose parents or legal guardian object to immunizations on religious grounds must submit an Illinois Certificate of Religious Exemptions, which now must be signed by a health care provider. This confirms the health care provider educated the student and family on the benefits of immunizations and the health risk of not vaccinating the student. The school can provide the certification form for your health care provider to fill out. If the physical condition of a child precludes immunization on medical grounds, the examining physician shall indicate the reasons. Children exempted for religious or medical reasons are considered to be in compliance with the immunization provisions of the law, but they may or may not be exempt from participation in required physical education programs.

### **Administering Medicines to Students**

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/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child 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/guardian. 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.

#### Self-Administration of Medication

A student may possess an epinephrine auto-injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication 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.

#### School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### Void Policy; Disclaimer

The School District Supply of Undesignated Epinephrine Auto-Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur. Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22- 30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

#### **Diabetes- Students**

Paw Paw CUSD #271 will comply with the CARE OF STUDENTS WITH DIABETES ACT. This will include the development of a diabetes care plan, designation of a delegated care aide, providing the necessary forms for medical documentation and training for school staff.

Parents are responsible to notify the school when their child is diagnosed with diabetes, present a care plan to the school district that is authorized by the student's physician as recommended by the U.S. Department of Health and Human Services and complete any authorizations or forms required by Paw Paw CUSD #271. Parents are responsible for ensuring the student has all required medications, administering devices, glucose meters, etc., at the school for use by the student.

### **Physical Education- Medical Exemptions/Modifications**

A PE exemption or modification for medical reasons will be required to have a medical note submitted and, in some cases, necessitate the completion of a PE Modification Medical form provided by the school to be signed by a doctor. A blanket exemption from PE will rarely be approved unless all modifications are deemed inappropriate by a doctor.

### **Medical Documentation/Doctor Notes**

Students may present doctor notes for absences due to their illness or for medical appointments during the first nine (9) days of absence during the school year. These will be logged and used to determine when a student will be placed on 'doctor notes to excused absences for illness'. Medical notes/verifications for an excused absence related to illness/medical appointments will be needed after the ninth (9<sup>th</sup>) total days of absences in a school year. When doctor notes are required in order for an absence for illness to be excused the note needs to state the student was 'under the care of or seen' by a medical professional, the student was too ill to attend school, date(s) to be covered by the note and the date the student is to return to school.

Students/parents are to submit return to school notes, appointment verifications or medical excuses to the school office upon student return to school. **Notes will not be accepted after 3 school days.** The school will request the note from the student and it will then be the student's responsibility to provide the note or get their parent to send it to the school.

### **Medical Accommodations/Limitations**

When a student has an injury or other medical situation that will require a modification to the instructional process a medical note must be provided from a doctor or specialist. The school may require additional information or clarifications regarding the limitations for participation in sports, PE or school activities. The designation of "NO PE" will require additional information as to specific limitations. The school will provide the form for the medical practitioner to complete and return to the school.

### **Head Lice Procedures**

In an effort to prevent head lice problems, the following procedures will be followed:

Elementary students will be checked for head lice during the first week of school and after winter and spring break. Any student found with nits will be sent home with a letter telling parents how to properly treat the problem. Please treat and have children return to school as quickly as possible.

Upon returning to school, all children will be checked by an adult. If any nits are found in the child's hair, he/she will be sent back home for further treatment. A student will be unexcused after three (3) consecutive days of missed school due to infestation. All new students will be examined before being allowed to go to their assigned classroom.

### **Communicable and Chronic Infectious Disease**

The School Board recognizes that the student with a communicable and chronic infectious disease is eligible for all rights, privileges and services provided by the law and the District's policies. The District shall balance those student's rights with the District's obligation to protect the health of all District students and staff.

When the Building Principal receives notification that a child in the District has been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or AIDS - Related Complex (ARC) or is shown to have been exposed to Human Immunodeficiency Virus (HIV) or any other identified causative agent of AIDS, the Principal shall immediately notify the Superintendent of the child's identity. The Principal may, as necessary, disclose the identity of the infected child to those persons who, by Federal or State law, are required to decide the placement or educational program of the child as well as the school nurse and the classroom teachers in whose classes the child is enrolled.

The Board directs the administration to observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. The Superintendent shall develop and implement procedures for the District to report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student.

The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician, and local health authorities. If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to a determination that he or she poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff, every reasonable effort shall be made to provide that student with an adequate alternative education.

State regulations and school policy regarding homebound instruction shall apply. Temporary removal of the student from the District's classroom(s) may be appropriate when:

- the student lacks control of bodily secretions.
- the student has open sores that cannot be covered.
- the student demonstrates behavior (e.g. biting), which could result in direct inoculation of potentially infected body fluids into the bloodstream.

Temporary removal of the student from the classroom for those reasons listed is not to be construed as the only response to reduce risk of transmission of a communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable and chronic infectious disease from normal school attendance shall be reviewed by the Communicable and Chronic Infectious Disease Review Team, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has changed.

When a student returns to school after an absence due to a communicable and chronic infectious disease, the school administration may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student is free from disease or otherwise qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting.

If the parents/guardian disagrees with the student's alternative educational placement or program, they shall be offered the opportunity to appeal to the School Board within ten (10) days of their notification of the decision of the Communicable and Chronic Infectious Disease Review Team. The Superintendent or the Superintendent's designee shall be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to school district personnel, parents, students, and community persons.

### **OUTSIDE AGENCY INTERVIEWING OF STUDENTS**

The district has a policy in place for outside agencies (DCFS, Probation, Law Enforcement, etc.) that wish to interview a student. The policy states a parent will be contacted unless the agency directs the school not to contact the parent. This is generally in the case of situations that involve abuse or neglect. Paw Paw checks the credentials of the agent and in some cases will put a student in the agent's custody based upon legal documentation or the authority bestowed upon the agency.

### **SEXUAL HARASSMENT – STUDENTS Policy #7:20**

Sexual harassment of students is prohibited. Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, service, or treatment; (d) occurs as action for membership in an organization/activity; or (e) making submission to or reflection of such unwelcome conduct the basis for academic decisions affecting a student.
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA); or
4. An employee's, District agent's, or student's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
5. The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or discrimination are encouraged to report the allegation to the Title IX coordinator at:

Eve Phillips  
Title IX Coordinator  
511 North Chapman St., P.O. Box 508  
Paw Paw, IL 61353-0508  
815-627-2841  
Email: [ephillips@2paws.net](mailto:ephillips@2paws.net)

All accusations of sexual harassment will be taken seriously and investigated to a level deemed appropriate by administration to include outside agencies when required by law or when additional resources may be needed. Complaints will be kept confidential to the extent possible given the need to investigate. There shall be no retaliation against a reporter of sexual harassment or discrimination. A student accused of sexual harassment or discrimination shall be presumed innocent until proven otherwise. Students who report sexual harassment or discrimination shall be supported by the school, which shall contact a reported victim of sexual harassment or discrimination (complainant) to discuss the availability of supportive measures.

Any complaint of sexual harassment or discrimination shall comply with the District's sexual harassment investigation procedure and shall be subject to the District's Uniform Grievance Procedure at 2:260. A copy of the policy is available online at: <https://www.2paws.net/o/paw-paw-cusd-271/browse/55090>, and a physical copy may be obtained at the school or district office. The Title IX coordinator shall not be the final authority on disciplinary decisions administered pursuant to a complaint filed under this policy.

Any District employee or agent who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge.

Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy.

A student desiring to challenge any decision reached under this policy shall have the right to appeal pursuant to the grievance procedure and/or rights set forth in the disciplinary code below.

Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the school obtains that party's voluntary, written consent to do so.

### **TEEN DATING VIOLENCE PROHIBITED**

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

### **ERIN'S LAW**

The school district implements, every year, a comprehensive age-appropriate program for students regarding prevent of sexual abuse. A copy of the program curriculum can be obtained at the District office.

Behavioral Indicators of Sexual Abuse include:

- A child that has become withdrawn, depressed, and/or anxious
- A child having trouble sleeping, nightmares and/or bedwetting
- Changes in school performance
- A child who develops eating disorders

Physical Indicators of Sexual Abuse include:

- Pain, swelling, or injury to genital area
- Painful urination or bowel movements
- Difficulty walking and/or sitting
- Torn, stained, or bloody underclothing

If a child or parent observes or becomes aware of any indicators of sexual abuse, the person should contact:

Eve Phillips, Principal  
511 North Chapman St., P.O. Box 508  
Paw Paw, IL 61353-0508  
815-627-2841  
Email: [ephillips@2paws.net](mailto:ephillips@2paws.net)

### **SCHOOL RENTALS AND FEES – FINES & RESTITUTION**

Students are responsible for returning school issued equipment in the same condition it was issued. This includes school owned PE uniforms, books, tools/equipment, technology equipment, sport/organization uniforms, instruments, etc. Equipment that is lost or damaged will be replaced by the student at the replacement cost. Failure to return or pay for a replacement item or for an item issued to a student will be considered theft or vandalism and reported to legal authorities along with school disciplinary action. The cost for the item will be added to registration fees and considered as restitution. **The school reserves the right to withhold official copies of records and participation privileges in extra-curricular activities for unpaid**

**fees/fines/restitution amounts. The school may also withhold participation privileges in the graduation ceremony for students that have outstanding fines, charges for restitution, or for the non-return of school equipment.** Unpaid fees/restitution/fines are ultimately turned over to the Lee County Collection Agency.

**Fee** – Amount charged for but not limited to registration fees, sport fees, lunch fees, lab fees, equipment use fees, course fees, or other fees that are charged for the use, replacement or consumption of school equipment or for academic programming. This includes trip fees, replacement of student ID’s and replacement of handbooks.

**Fine** – Assessed dollar amount for returning library items late or classroom fines assessed by teachers.

**Restitution** – Assessed dollar amount for damages, whether intentional or unintentional, to school equipment or for loss of school equipment. Unpaid lunch bills are included. The amount assessed will be for the actual repair or replacement costs. Restitution will be added to a student’s fee but considered as restitution.

**Fee Waiver** – The district offers a free and reduced fee/lunch waiver to parents who complete and qualify for the program. Fines, restitution, and some fees are not waived to include specified extra-curricular activities. Sport fees will be waived for a student with a free/reduced lunch waiver or temporarily waived pending reapplication the following school year. However, if a student does not receive a waiver then all fees will apply. A free/reduced lunch waiver does not cover equipment needs for sport/activity programs (shoes, warm-ups, etc.)

### **Specific Fees**

Kindergarten Registration Fee:	\$55.00
Grades 1 – 8 Registration Fee:	\$75.00
Replacement Bound Handbook:	\$5.00
Replacement School ID:	\$5.00
Lock Rental:	\$2.00
Lost Lock replacement/not returned:	\$3.50
Sport Fees per sport:	\$35.00
School Band Instrument rental:	\$55.00/year
PE Uniform:	\$12.00 (shirt), \$10.00 (shorts)

Band instrument rental: The student will be held responsible for damage done to the instrument or case during the rental period and the cost to fix or replace the equipment. Damage may be considered “vandalism” and disciplinary action may be initiated. The amount owed will be considered restitution and added to student fees.

Students of Paw Paw C.U.S.D. #271 may attend home sporting events and concerts at no charge. Admission fees will be charged for plays and sports tournaments. Inappropriate behavior will be grounds to deny a student from attending a Paw Paw event. Children and students in grades K – 5 must be accompanied by an adult (not a student) to school events.

P.E. uniforms and band shirts provided by the school for free and reduced lunch students may be requested by the parent. The clothing remains the property of the school. Failure to return the clothing in the same condition it was issued will result in a replacement cost/restitution being charged by the school.

NSF checks or those returned by the bank will require cash or certified funds to make payment. The cost of NSF charges will be added to the amount owed to Paw Paw Schools.

### **SCHOOL SAFETY AND VISITOR REMINDER:**

Those visiting the school must use the main entrance near the flagpole. The door ringer is on the wall at the right side. When buzzed in please go to the main office, sign-in and receive a visitor badge. Visitors need authorization from office staff to leave the office to enter the hallways. Before leaving the school please return the badge and sign-out. Items that are brought to the office for students will be delivered by office staff or the

student will be called to the office at the next break in classes or lunch. If a parent needs to see their child, they will be called to the office between classes unless there is an emergency. Parents are not allowed in the building prior to the start of the school day for any reason, including, but not limited to, dropping students off at their classroom door, bringing students their forgotten items, and non-scheduled meetings with teachers, unless they check in through the main office. Meetings with school staff are by pre-arranged appointment. We appreciate your understanding and cooperation regarding the safety of students and staff at Paw Paw Schools. Visitors that do not check in with the office and are not authorized to be in the school may be subject to removal, possible legal action, and future restrictions regarding entering the building.

Parents/students may bring treats to share; however, if the items are going to be distributed there will need to be enough for all students in the class or school approved organization in which the student participated or to be recognized. School staff may distribute the items, or they may be handed out by the student. Paw Paw School reserves the right to deny items to be handed out at school based upon timeliness of the delivery, applicable State/Federal/Local law or school policy or concerns over the appropriateness or safety of the item. Please know that food allergies may restrict delivery of items.

### **SPECIAL EDUCATION INFORMATION**

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this 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.

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the policy and procedures shall be furnished to parents/guardians of all students with Individualized Education Programs (IEP’s) at the time an IEP is first implemented for the student and at subsequent IEP review meetings. Parents shall be provided with the address of the Illinois State Board of Education (ISBE) so that they may request copies of the ISBE behavioral intervention guidelines. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office or by contacting the Lee County Special Education office, 1335 Franklin Grove Rd.; Dixon, IL 61021, Phone 815-284-6651

### **Behavioral Interventions for Students with Disabilities**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No

special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Special Education students may be suspended from school for up to 10 total school days in a school year; after which, any discipline that would lead to an out of school suspension will require a hearing to determine if the behavior was a manifestation of their disability.

Students with an IEP will follow the rules and regulations outlined for all students unless specifically noted in an IEP or Behavioral Intervention Plan.

### **Access to Classroom or Personnel for Special Education Evaluation or Observation**

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

### **Exemption from Physical Education Requirement**

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 will receive that service in accordance with the student's Individualized Education Program.

### **STAFF CREDENTIALS**

Parents may request to check teacher or paraprofessional (instructional aides) qualifications per the Elementary & Secondary Education Act, Title 1, Part A, § 1111(H)(6)(A). Requests are to be made in writing to the Superintendent of schools and then viewed under the supervision of a designated school staff member. Parents may also visit the Illinois School Board of Education website [www.isbe.net](http://www.isbe.net) to find information on staff credentials.

### **STUDENT ACCIDENT INSURANCE COVERAGE**

Paw Paw School District provides secondary insurance coverage for students injured at any school-sponsored activity. This coverage will take effect after the student's primary insurance coverage has been exhausted.

### **STUDENT IMAGES/PHOTOGRAPHS**

Parents may at registration or anytime during the year to opt their child out of having their images/photos posted electronically or in newsprint. Please be aware that this does not cover publicly attended events outside of school hours or images not taken by the school and then posted. The school will do its best to ensure photos of students that were opted out will not be posted, this may mean when group pictures are taken of school activities those students will be excluded from the photo or not attend the event.

### **STUDENT RECORDS**

Parents have the right to inspect and/or copy the records (copy costs are 35¢ per page) the school keeps on their children and may challenge the contents of said records. Student records will be forwarded to other school districts upon their request when the child moves from District #271. Parents of children moving from District #271 are then, hereby, notified of their right to inspect, copy, and/or challenge the contents of their child's records prior to the release of said records. All requests are to be directed to the school Principal.



## **Temporary Records**

Information includes:

- Disciplinary suspensions and expulsions for drugs, weapons, or bodily harm to another
- Scores on State Assessment Tests (K – 8 only)

Records release form may include:

- Family background information
- Non-permanent health records
- Intelligence scores
- Aptitude Tests
- Honors and Awards
- Court Orders or Protection
- Participation in School Events
- Teacher Notes

## **Permanent Records Information**

Information will be released to the requesting official records custodian of the academic institutions that the student transfers to after withdrawing from the school district. Parent/student permission is not required to release information to a receiving school district official records custodian. A release from the parent or student 18 years or older will be required for information to be sent to employers or academic institutions to include a request made by the student.

Information includes:

- Basic Identifying Information
- Academic Transcripts
- Attendance Records
- Accident Reports and Health Records which are necessary for enrollment (i.e. dental)
- Scores on State Assessment Tests (9-12 only)
- Department of Child and Family Services (DCFS) Orders
- Other Disciplinary Information
- Special Education Information
- Other Relevant Information

Permanent records will be kept for a minimum of 60 years and temporary records will be kept for a minimum of 5 years after the student graduates or otherwise leaves the school. A student's permanent and temporary records do not need to be kept separate once the student graduates, transfers or withdraws from the school.

A request to be notified of the destruction of a student record may be submitted and will be included in the student file and notice sent to the last known address in the request prior to destruction.

## **Directory Information (FOIA)**

Student Directory information may be shared pursuant to some district disclosure requests. Parents may opt their child out of having directory information released for military requests, educational institution requests or FOIA commercial requests. FOIA requests are generally utilized to seek clients or business. Please contact the office to opt. your child out of release of Directory Information.

## **STUDENT SUPPORT SERVICES**

### **School Nurse**

A school nurse is available on select days of the week to assist students and parents regarding health needs. The nurse may make determinations beyond that of office staff to determine if a child may be sent home for a medical reason resulting in an excuse absence for that day.

## **Social Worker/Psychologist**

Other support services from social workers and psychologists are available according to schedules and upon special request by students and/or parents. If for personal reasons you do not wish for your child to visit a counselor, please notify the school in writing at the beginning of the school year. The social worker is permitted six (6) contacts with a student before parent permission is required for continued services.

## **VISITATION RIGHTS FOR PARENTS AND LEGAL GUARDIANS**

The Illinois Department of Labor, in cooperation with the State Superintendent of Education, has prepared a verification of attendance form for the parent or guardian to take to his/her employer verifying his/her attendance at a conference or meeting. Each school Principal has these forms and the forms are readily available to the working parent/guardian upon request.

## **VISITORS**

All visitors (including parents) must report to the office upon entering the school. Visitation must not interfere with school operation. All class visitations are to be approved at least one day in advance by the Principal. Approval will not be considered without a written request by the parents of the student wishing to bring a visitor. The school will not approve visitors to come to school with a student (relative, friend, etc.). Only parents, legal guardians or approved adults will be permitted to visit a child during lunch time. The school may require that the visitor have lunch with the child(ren) in the school offices.

Friends and past students will not be permitted to visit during school hours on school property with students. Past students who wish to see a staff member may need a pre-arranged appointment at the discretion of the administration or staff member.

## **ATTENDANCE**

### **Special Note for Parents Concerning Student Attendance**

Special attention on student attendance (tardiness and absences) will be made by the school office staff and the administration. As noted in the attendance section, students who are absent from school more than nine (9) days in the school year will be placed on a medical/doctor note provision in order to have an absence excused. The school administration determines whether an absence is excused or unexcused. Parent notification that their child will be absent does not mean the absence is or will be excused. Explanations of an absence will assist administration to determine if an absence is excused but an absence without explanation will be coded as UNEXCUSED. After three (3) late arrivals (tardy) to school in a semester a student may be assigned a disciplinary consequence ranging from loss of privileges, restriction from school extra-curricular events, lunch or after school detention or Saturday school for each subsequent tardy.

Student participation/presence in extra-curricular activities will be impacted when absences exceed nine (9) school days unless there is a diagnosed and documented medical situation that is impacting attendance. If there is a diagnosed medical situation that will impact a student's attendance then a parent needs to contact the appropriate building administrator to determine what services are available and how the student will keep up with the academic expectations. These expectations can be adjusted as part of a conference with staff and an administrator. Student promotion to the next elementary or junior high grade will be considered for withholding after 15 days of absence in a school year.

Parents are responsible for knowing how many absences their child has in a given year and contacting the school office for each absence. When a parent does not contact the school office within one school day of an absence the absence will be coded as UNEXCUSED.

## **APPOINTMENTS**

Appointments during school time should be kept to a minimum. It is understood that not all doctors have office hours in the evening; however, if they do it is encouraged to schedule the appointments to limit absences from school. When a student has an appointment that would permit them to start or return to school that they will do

so. Appointment cards/return notes need to document the time of appointment and departure time. The school may determine a portion of a missed day of school as unexcused if it was reasonable that a student should have been in attendance.

Appointments for non-medical reasons can be excused if the student has not met the 5% - 9 day limitation on absences set forth in Public Act 97-0128.

Students/parents are to submit return to school notes, appointment verifications or medical excuses to the school office upon student return to school. **Notes will not be accepted after 3 school days.** The school will request the note from the student, and it will then be the student's responsibility to provide the note or get their parents to send it to the school.

### **DAILY TIME SCHEDULES**

Students will not be allowed in the building until 7:45 a.m. unless prior arrangements have been made with a teacher to supervise the student. **STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:40 A.M.**

\*\* A bell schedule will be provided to start the school year and made available.

Once a student arrives at school (walking, bus, parent drop-off) they may not leave unless approved by the Principal.

### **DISMISSAL DUE TO SEVERE WEATHER**

Whenever it is necessary to call off school or dismiss early, announcement will be made on the following radio or television stations, posted on the Districts website: [www.2paws.net](http://www.2paws.net) or disseminated by an auto message dialer when utilized by the school district and through [www.EmergencyClosings.com](http://www.EmergencyClosings.com)

Announcements will be broadcast by 7:00 a.m. and 1:00 p.m. If it is necessary to dismiss school early because of severe weather, there will be no school events unless approved by the Superintendent or Principal. When school is cancelled, practices, games and events can be held only with the Principal's permission.

### **EARLY ADMISSION TO SCHOOL**

#### **DISTRICT CRITERIA AND PROCEDURES**

Board Policy #705.04 allows the child's parents/guardians to request early admission for their child. The following is the District Criteria and Procedures for the assessment of the child seeking early admission:

1. The parents/guardians must petition the District (generally 90 days prior to the beginning of the school session for which the petition is written).
2. A letter of recommendation from the pre-school the student attended will be forwarded to the District along with any other progress records the pre-school may keep.
3. At the parents/guardians expense, a disinterested third party such as the Lee County Special Education Association (LCSEA) may do a readiness assessment which shall include a psychometric test. The child must score at the 95 percentile to be considered for early admission.
4. The student will participate in a District's screening process during the spring of the year preceding that for which the petition is being submitted.
5. An interview with the Kindergarten teacher may be requested if it is felt that there is more information necessary prior to making the decision.

### **HOMELESS CHILDREN**

A homeless child, as defined by Federal law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

## **LIMITATIONS**

Once a student reaches the limitation of nine (9) absence days the District will only excuse absences for illness of the student as documented by a doctor's note or by utilizing the 'school illness check' noted below. All absences except those for school functions/activities count towards the 5% - 9 day limitation: parent call ins, doctor appointments with/without medical note upon return, vacations during school days, etc. The District will consider emergency situations beyond the nine (9) day limitation; however, to avoid unexcused absences and truancy referrals, parents should continually monitor their child's attendance, the doctor note requirements and avoid absences when child does not show symptoms of illness or for reasons not covered under State law for an excusable absence. The following are some examples of, but are not limited to, unexcused absences: shopping, hunting, or fishing, obtaining a driver's license, hair appointments, job hunting or interviewing, oversleeping, or missing the bus.

**Student Illness Check** - The school nurse, when in the building, may excuse an absence by verifying an illness. The student will be required to come to school and then may be sent home based on the nurse's findings of temperature at or above 100 degrees, pulse, and blood pressure. Office staff may only make a determination of illness due to temperature at or above 100 degrees. Students must be symptom free for 24 hours before returning to school from a fever over 100 degrees or after vomiting/diarrhea. The student will not receive credit for classroom work if an absence is considered unexcused.

Irregularity in school attendance is a serious handicap to the progress of the student. Because of our concern for your child's academic progress, the following procedure has been implemented. After nine (9) days of absence in a school year, illness of the student as documented by a physician's note stating the date the student was seen by a doctor; states the student was not able to attend school due to illness; date(s) to be excused; and date of return will need to be provided to the office in order for absence(s) to be excused. Other reasons for missing school may not be excused.

**Note: Students who are absent more than 3 consecutive days due to illness must bring a doctor's note when they return to school for the absences to be excused.** The doctor's note will need to include the following: date the student was seen by a doctor; states the student was not able to attend school due to illness; date (s) to be excused; and date of return.

Students will be excused from school due to illness, attendance at a funeral, medical, doctor or dentist appointment (when they cannot be scheduled during non-school hours), emergency work for members of the immediate family, and other reasons for which the Principal has been notified within the limitation of 9 days of absence.

Attendance is determined by number of actual classroom instructional minutes present as follows:

### **K-1st:** 240 Minutes

If instructional minutes are less than 120 minutes, it is considered a whole day absent; 121-239 minutes is considered half day absent; and instructional time of 240 or more minutes is to be counted in attendance a whole day.

### **2nd-8th:** 300 Minutes

If instructional minutes are less than 150 minutes, it is considered a whole day absent; 151-299 minutes is half day absent; and instructional time of 300 or more minutes is to be counted in attendance a whole day.

**State Final Events:** Sport team members may be a spectator at a State Final in their sport when organized by the athletic department (students may only miss one day of school). If the school does not sponsor a trip the absence will be excused if a parent accompanies the student(s) to the State Final, a note is to be provided to the school stating the reason for the absence and that the student has not/will not exceed the limitation of absences (9 days for the year) or is not on 'doctor notes' for absences. If a Paw Paw team/student is participating in a

State final event, then a process to allow students to attend will be determined by the school. Students will not be allowed to take college days on school days of a state tournament.

### **POLICIES/PROCEDURES**

The Illinois School Code 105 ILCS 5/26-1, states that school attendance is mandatory (compulsory attendance) for all children between the ages of 6 and 17. Students that are enrolled in school under the age of 7 and over the age of 17 are also compelled to be in school when registered as a student in the District - 105 ILCS 5-26-2. Parents/guardians report absences provide reasons after which Paw Paw School District #271 administration determines when an absence is excused or unexcused. Absences that are not reported by the parent will be unexcused which may result in truancy notifications.

**Notification to school regarding an absence** - Parents must notify the school by telephone (815) 627 - 2671 when a student is going to be absent. Phone notification needs to be given by 10:00 a.m. on any full or partial day of absence or no later than the end of the next school day in order for the absence to be taken under consideration to be “excused”. Any full day or part day absence which is not called in by a parent for the reasons identified as “excused absence” will be termed “unexcused”. Determination of “excused or unexcused” is made by the administration. Work missed as the result of an unexcused absence will receive a zero. Calls or notes received beyond two (2) days will not be considered to excuse an absence.

### **SCHOOL FUNCTIONS**

Students are to arrive at school before **9:00 a.m.** the day of an after-school activity and remain in school the rest of the school day. This refers to all school events, practices, assemblies, or dances. Exceptions will be made for students with a pre-arranged absence or verified doctor’s appointment. Other non-illness related issues will be addressed by the Principal to determine the eligibility of the student to participate or attend the activity. Students may be a spectator at an event if present with their parent/guardian who remains for the entire event; otherwise, the student will be required to leave the event. Students in grades K – 5 must be accompanied by an adult for all school events.

### **STUDENT SIGN-OUT PROCESS**

Once a student arrives at school (walking, bus, or parent drop-off) they may not leave unless approved by the Principal or office staff which may require parent notification to the school. This would include going into town and/or meeting friends off campus.

A student must sign out in the main office and seek permission of office staff if he/she is going to leave the building during the day for any reason. The main school entrance is the door to be used for leaving and returning. Failure to do so will result in a Saturday School being issued. A sign-out sheet will be provided in the office for students. When going to the doctor, dentist, home, etc., students are to sign out when leaving and sign in upon returning. Every effort should be made to arrange doctor or dental appointments outside of school hours. Notes from parents regarding the need for a student to leave school during the day for an appointment are to be brought to the office in the morning before the student’s first class.

### **TARDY TO SCHOOL**

Students will be considered tardy to school if they arrive in the building after the start bell and within the first ten (10) minutes of the school day. After ten (10) minutes the missed time becomes an absence/class cut. Parents may only excuse three (3) tardies per semester through a phone call to the school received by the following school day. Subsequent tardiness will follow the guidelines listed under RULES AND REGULATIONS.

Students that are habitually tardy to school may fall under the Regional Office of Education Truancy program or have disciplinary action to include lunch not with their peers, after school detentions, Saturday School or other actions deemed appropriate.

## **TRUANCY**

Referrals are made to the Regional Office of Education's truancy program and/or the district truant officer for repeated absences or unexcused absences. A report may be sent on the first (1<sup>st</sup>) unexcused absence/tardy during the school year. A report will be filed after the fifth (5<sup>th</sup>) day of unexcused absence during the school year. Students that are reported for truancy during the school year OR have missed more than 5% (9 days) of the previous 180 school days may have modifications to the attendance limitations and requirements to start the year with the medical documentation process. This also includes transfer students at the beginning or during the school year.

### **Attendance definitions:**

**Truant (Chronic/Habitual)** - A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof for more than 5% (9 days) in a school year or previous 180 school days to include the previous school year.

**Valid Cause** - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the School Board, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

**Truant minor** - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is a truant (chronic/habitual) or a truant minor the Superintendent shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student. The diagnostic procedures may include but not be limited to counseling services to the student and the student's parents/guardian, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies.

The following supportive services may be offered to a student who is experiencing an attendance problem:

1. Parent-teacher conferences
2. Counseling services by social workers
3. Counseling services by psychologists
4. Psychological testing
5. Alternative educational programs
6. Alternative school placement
7. Community agency services

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the Building Principal shall refer the matter to the Superintendent. The Superintendent or designee may call upon the resources of outside agencies such as the Juvenile Officer of the local police department or the Truant Office of the Lee County Regional Office of Education. Students bound by compulsory attendance will be referred to the Regional Office of Education truancy program per ROE procedures based on unexcused absences. The School Board, Superintendent, school district administrators, and teachers shall assist and furnish such information as they must aid truant officers in the performance of their duties.

In accordance with The School Code of Illinois, no punitive action, including out of school suspension, 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 to include a referral to the County Truancy Program. Please note, unexcused absence may be considered a "class cut" as defined discipline policy of the handbook.

## **VACATIONS - \*\*Five Day Parent Notice to the Principal\*\***

The District understands that family schedules do not always coincide with the school calendar; it is strongly discouraged for students to miss school for family vacations. School calendars are published well in advance to avoid conflicts with school attendance. Family trips/vacations require a (5) day notice to the Principal and will be excused for a maximum of five (5) days per school year but days beyond the 5% - 9 day limitation will not be excused. Days in excess of (5) days will be unexcused absences resulting in possible notification to the Regional Office of Education for Truancy. Student work assigned or due during unexcused absences may not be credited for a grade and receive a "0" (zero). In order to receive credit for all assignments during a vacation period the days must be pre-approved (5) days in advance with the Principal, the student or parent is to request the teacher(s) to provide homework (5) days in advance to be turned in upon return to school. At the discretion of the teacher, work may be provided prior to the absences to be turned in upon return or provided after the absences with a specified due date which may not necessarily be on a day for day of the absences.

## **ACADEMIC INFORMATION**

### **ACADEMIC POLICIES/PROCEDURES - JUNIOR HIGH**

#### **Elective Courses- Schedule Changes**

Students who enrolled into Junior High Chorus, or Band may drop the class from their schedule without penalty to their grade within the first (5) days of the beginning of the year. After five days a grade of "F" will be entered for the quarter which may impact eligibility until the end of the quarter or following semester. If an elective course is dropped, the student may not re-enroll until the next school year.

#### **Junior High Passing Core Classes- Elective/Specials/Sectional/Lessons/Courses**

Junior High students may temporarily be removed from their elective course/specials class based upon failing one or more core classes (English, reading/language arts, math, science, social studies) based on a semester average to attend a mandatory resource period or study skills session with a teacher. The student would be permitted to return once passing all core classes. Removal for the remainder of the semester will be considered if a student continues to have failing grades in one or more core classes. The student would be permitted to return the next semester. If a student is removed for a semester, no grade will be issued in the elective/specials class.

### **JUNIOR HIGH GRADES 6-8**

Teachers of all Junior High grade levels (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades) will present, in their syllabus, at the beginning of the school year his/her method of determining students' grades based upon either a point or weighted system. Grades come from assessments to include, but not be limited to, participation, homework, projects, quizzes, unit or chapter tests, special assignments, and summative quarter tests. Junior High specials will use the percentage grading scale, but those grades will not be a factor in retention of any student.

### **HONOR ROLL RECOGNITION 6-8**

Honor roll lists will be compiled and may be published in area newspapers at the close of each grading period. Grade levels necessary for recognition are as follows:

High Honors - 90 to 100 average

Honors - 80 to 89 average

Any student who receives a grade average of 70 or below in any course will not be included on the honor roll. Students who are listed on the "High Honor" roll three of the four quarter grading periods will receive an academic letter. Those who earn subsequent High Honor awards will receive medals. Students on three of the four quarter "Honor" rolls will receive a recognition certificate.

### **PROMOTION & RETENTION POLICIES/PROCEDURES**

The Superintendent and Building Principal will direct and aid teachers in their evaluation of students in K - 8 and review grade assignments in order to ensure uniformity of evaluation standards. A student's achievement

of the skills for the grade to which he or she is assigned and his or her readiness for work at the next grade level will be assessed and evaluated before he or she is promoted.

### **Promotion/Retention K-5**

1. General policy should be one of promotion rather than retention; however automatic promotion of all cannot be justified.
2. Retention is justified where achievement is far below obvious standards or for excessive absences. This may be caused by prolonged absences, lack of effort by pupils who have evidenced the capability of doing good work, and physical and social immaturity.
3. Procedure to inform parents and students of pending retention.
  - A. Notification of possible retention will be done by February 1
  - B. Methods of remediation
    1. Student responsibilities
    2. Possible special education referral
    3. Teacher assistance
    4. Parental assistance
      - a. Follow-up conference at the end of March (3rd quarter)
      - b. Follow-up letter to second conference
4. The final decision for promotion or retention remains with the school.
5. The placement of a student transferring into the Paw Paw District will be based on the promotion procedures for Paw Paw students. Paw Paw school has the right of placement of homeschooled students transferring into Paw Paw School.

### **Promotion Requirement/Placement- Junior High**

(The final decision for promotion or retention remains with the school)

The Staff and School Board of Paw Paw Community Unit School District No. 271 recognizes the value of certain “core” academic courses in predicting continued school success and functional literacy in today’s society. “Core” courses are defined to include English (Reading and Language Arts), Mathematics, Social Studies, and Science. Without the basic knowledge of these subjects, promotion to higher levels of instruction in the same subjects only predicates more lack of success and frustration on the student’s part. The following are guidelines used to determine if promotion to the next grade level is appropriate.

1. Students must pass the Constitution Assessment/Test including transfer students
2. Student attendance will be a factor in determining if they will be promoted
3. Junior High students who fail one core class for the year may be promoted but will be strongly encouraged to participate in summer instructional services when available at Paw Paw School. Parents may choose to seek additional services at their expense.
4. Junior High Students who fail two or more core classes in a year will be considered for retention.
  - a. A failure is defined as an average grade lower than (60) percent based upon the average of 1<sup>st</sup> and 2<sup>nd</sup> semester final grades.
  - b. If the reason for the failure(s) is primarily based upon missing homework or late homework grades, school staff and the Principal will determine if the student is ready to be promoted to the next grade level. The student may be requested to successfully complete a summer instructional course in order to be promoted when such programs are available during the summer.
  - c. Upon successful completion of a Paw Paw summer instructional course(s) related to the failed courses a student can be promoted to the next grade level.
5. When an eighth-grade student is retained, he/she will not be permitted to participate in the promotion ceremony or receive a Certificate of Promotion. Upon successful completion of a Paw Paw summer instructional program the student will be promoted to high school and receive the Certificate of Promotion.
6. Summer instruction programs at Paw Paw School are provided on a year by year basis. If Paw Paw Schools do not provide a summer instructional program, then a student may be retained unless the



parent/guardian enrolls their child in a program approved by the Principal. The parent/guardian will assume all costs for the program.

Special education students may have promotion requirements altered if this determination is made at a multi-disciplinary conference or during an Individualized Education Plan (IEP) meeting and written into the plan.

The placement of a student transferring into the Paw Paw District will be based on the promotion procedures for Paw Paw students. Paw Paw school has the right of placement of homeschooled students transferring into Paw Paw School.

## **SCHOOLWORK/HOMEWORK/ASSIGNMENTS**

### **Homework Types (All Grades)**

1. Classwork – assignments to be done during class time under supervision of the teacher; unfinished classwork becomes homework or work to be done during the next meeting of the class.
2. Homework – assignments that were not completed in class or during HS/JH study hall or assignments to be completed outside the class period with a due date; teachers may allot time during class for homework at their discretion.
3. Projects – assignments that will generally require more than one day to complete and may include groups of students collaborating together; time may or may not be provided during the school day to work on projects; teachers will be encouraged to have intermediate graded or ungraded completion points or break projects into smaller graded or ungraded units.

### **Late Work**

#### **(K – 5)**

Homework or assignments are due at the announced time and date specified by each teacher. Late work will be handled by each teacher based upon grade level appropriateness and individual needs of the students. Parent contacts and, pending the grade level, after school study sessions and grade reductions are consequences for late work.

#### **(6 – 8)**

A main reason a student could fail a class is due to missing, late or poorly done homework and assignments. With this in mind, Paw Paw has a requirement that students will be accountable and responsible for completing schoolwork in order for teachers to assess student knowledge and students to know their strengths or areas of need. To assist students with the requirement the following procedure is in place:

The student's grade for a homework assignment will be reduced 30% when not submitted by the due date. The student has three (3) school days from the date the homework was due to complete and submit the homework. If the homework is not submitted to the teacher before the three days expire, the student will earn a 0 for that assignment. This policy covers homework only.

Assessments labeled as quizzes, projects, tests, etc., do not adhere to the above policy and are subject to individual teacher's guidelines set forth for that specific assessment or in their course syllabus.

### **Make-up Work**

If an absence is foreseen and/or pre-arranged, all make-up work is due prior to the absence unless a pre-arranged time is accepted by the teacher(s). Call in for assignment requests by 10:00 AM or sooner. If a student leaves early he/she is to turn in that day's assignment(s) to the office or with the teacher before leaving; otherwise, it will be considered as late work and graded accordingly.

If a student is absent from school (illness, death in the family, doctor appointments, etc.), make-up work and assignments are expected to be completed within a period of time equal to the number of days absent. If work was assigned prior to the student's absence and due when the student was absent, that work must be turned in

the day the student returns to school. If a student is absent several days, the teacher and student need to work out a solution.

Students in grades 6 – 8 are required to obtain an admit slip from the office upon returning to school. The slip is to be provided to each teacher for a signature then returned to the office by the end of the day. Failure to follow this process may result in homework not receiving credit for the absence(s).

Pending the timely request for homework regarding a daily/unforeseen absence, work will be sent home with a sibling or other student designated by the parent. Homework will be ready by 3:00 p.m. If there is no request for homework, then the student is responsible for getting their assignments the next time the student is in attendance at class.

### **Out of School Suspensions**

When a student is suspended from school for one day, work will need to be gathered by the student on the first school day after the suspension and turned into the teacher the second school day after the day of suspension to receive full credit. When suspensions are longer than one day students will be expected to turn in work on the second school day to receive full credit. Work will not be credited after the deadline. School work will be made available for pick-up by anyone other than the suspended student at the end of the school day on the second day of multiple days of suspension. Tests and quizzes are to be arranged by the student and will be administered following the suspension at the convenience of the teacher including before/after school and on the day of return.

### **Unexcused Absences**

School work due on a day of an unexcused absence will be graded as zero (0), including tests or quizzes. administered when the student has an unexcused absence. Work may be assessed including tests and quizzes for student and teacher knowledge of skill mastery but the grade will be a zero in the gradebook.

## **STUDENT ASSESSMENTS/REPORT CARDS/ACADEMIC PROGRESS**

### **Student Grades/Assignments/Online Grade book**

When available, Paw Paw parents/legal guardians/students may access student information regarding grades, upcoming assignment due dates and missing work assignments. Each person who is granted access will have their own username and password. This makes it very convenient for all parents/legal guardians to stay up to date on their student's academic progress. Usernames and passwords stay the same year to year and if you forget the information please contact the school. Paw Paw school also provides this access to agencies that have authorized consent or have provided a legal request for such access. It is highly recommended to visit the grade book a minimum of once a week to assist you in providing guidance to your child's academic success.

### **Report Cards and Progress Reports**

#### ***Grade K & 1***

A progress report showing the grades for each class/subject:

- 4- Demonstrates exceptional application of grade-level goal**
- 3- Achieves grade-level learning goal**
- 2- Achieves partial expectation of the grade-level learning goal**
- 1-Demonstrates minimal understanding of the grade-level goal**
- NA- Not assessed at this time**
- P-Passing I- Incomplete**

A progress report will be given to all students at the end of each nine weeks of school. Similar reports will be sent to parents at the middle of each grading term. (Standards will be set according to percentages and descriptors.)

## **Grades 2-8**

A report card with grades for each class and attendance records will be given to all students at the end of each nine weeks of school. Progress reports will be available online or sent to parents at the middle of each grading term.

The grading scale is as follows:

A: 90 – 100%;      B: 80-89%    C: 70-79%      D: 60 – 69%.

An “I” grade indicates that work is incomplete and must be completed by a specified date. An incomplete grade becomes a zero if the work is not completed within the specified time (generally one week after a grading period unless an extension is granted by the Principal.)

### **WITHDRAWAL PROCEDURES/TRANSFER GRADES**

A student wishing to withdraw from school must contact the school and complete the necessary forms. The student will check out with all of his/her teachers, clean out their locker, and return all books, locks, school issued equipment, and materials. This process will not be during class time but from 7:45 a.m. – 8:00 a.m. or 3:00 p.m. – 3:10 p.m. If a teacher is not present, then the student/parent will need to return to complete the withdrawal process. Withdrawal is not complete until all forms are complete and equipment returned.

Students in K – 8 who withdraw prior to the end of a semester/quarter will only have grades at the time of transfer reported/recorded. Subsequent enrollment at Paw Paw School without a final grade from another educational institution may result in placement in grade level that the student withdrew.

Students bound by compulsory attendance will not be officially withdrawn from school until a “request for records” is received from the new school or verification of the student being provided academic services. If a request or verification is not received within five days, the student will be reported to the Lee County Regional Office of Education truancy department.

### **STUDENT DISCIPLINARY ACTIONS/MEASURES**

*The administration reserves the right to alter steps in the discipline policy when it is believed that the seriousness of the offense warrants such action. This may include an increase or decrease in the consequence level.*

### **DISCIPLINE POLICY**

#### **Teacher/Administrator Responsibility**

Teachers and/or Principals are responsible for maintaining proper student behavior during school hours and at school-related activities. Teachers are responsible for all disciplinary actions resulting from student misbehavior within the classroom or while the student is under their supervision. Any repeated or gross incidents of misbehavior shall be reported to the Principal.

#### **Due Process**

All students are assured of the protection of their rights through due process procedures. At the very least, the student will be given oral or written notice of the charges against him/her, and, if he/she denies the charges, an explanation of the evidence the authorities have and an opportunity to present his/her side of the story. If students or their parents wish to appeal a suspension, they may pick up a copy of the due process procedures from the office and request a conference with the principal to initiate the appeal process.

#### **Purpose of Discipline Policy**

School administrative procedures and teaching methods shall have as a fundamental objective the maintenance of an environment in which self-discipline and control are encouraged, learned, and expected. Controlled activities and procedures are a part of this learning process and are a means of preventing and correcting abuses by anyone who is unable or unwilling to exercise self-discipline and control for the common good and who, consequently, may infringe upon the liberties of others. The student handbook lists acts of misbehavior or misconduct and punishments appropriate for most disciplinary infractions. However, it is at the discretion of the

administration and the School Board to deal more sternly with those instances which, in their judgment, require a more severe punishment than listed.

### **Minimum Standards for Student Conduct**

1. Students are to show courtesy and consideration to all members of the school community.
2. Students are to behave in a manner that is not disruptive to the educational process.
3. Students are to comply with school and classroom rules, procedures, and requirements.
4. Students are to respect and assume responsibility for school and personal property.
5. Students are to dress in a manner that is appropriate for the school setting and in keeping with board policy.
6. Students are to comply with local, state and school health, safety, and attendance regulations.
7. Students are to comply with state statutes, local laws, and regulations.

### **When and Where Conduct Rules Apply**

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

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

### **Student's Personal Responsibility for Control and Conduct**

In hope of promoting student self-discipline, Paw Paw Schools will implement the PAWS (K-5) and the BARK (6-8) Behavioral Standards (see beginning of handbook). Students that do not follow these standards will be subject to disciplinary consequences.

Using the Behavioral Standards as a guideline enables students to monitor their own behavior and look for ways to improve.

Classroom behavior - Each student is responsible for his/her own behavior. If a student's behavior in class is consistently inappropriate, the teacher is requested to schedule a conference with the student. If the student's behavior does not improve, the student shall be referred to the principal, his/her parents shall be notified, and a conference arranged.

Among the forms of punishment used to counteract misconduct are:

- a. Detention - defined period of confinement assigned by a teacher or administrator
- b. Saturday Detention - same as above except the time is for a specified amount of time on a Saturday
- c. In school Suspension - isolation from classroom activities with study and/or work assigned by the teachers or administrator, the work completed during this time will receive full credit if all work is turned in on time
- d. Restitution - payment for damages
- e. Suspension - temporary removal from the school facility for up to 10 days by an administrator with the opportunity to make-up for missed schoolwork. All work must be turned in the day the student returns from the suspension
- f. Expulsion - permanent removal from the school facility by the Board of Education for a period not to exceed two calendar years

Violations and Punishments - If a student should violate proper conduct and come under the jurisdiction of this disciplinary manual, the parents of the student shall be notified when the first offense occurs. This list of punishments is meant to be a guide. The principal, or his designee, has the authority to exercise discretion in increasing or decreasing punishment according to circumstances. Depending on the situation, this could mean possible expulsion for a first offense. Any student who willfully and/or knowingly remains in an area where

school rules are being violated runs the risk of being accused of violating the rules, and they should expect to be held accountable for the actions taking place.

### Discipline Violations

The various acts of misbehavior have been separated into four tiers. Disciplinary actions for each tier will be a range of outcomes (Levels 1-6). Because there are many factors that go into disciplinary violations, each will be looked at on a case-by-case basis. The severity of the offense and/or previous offenses will be taken into account when assigning consequences. Assigned discipline may also include consequences from any lower level. In addition, violations of the Paw Paw discipline plan may also result in athletic participation penalties outlined in the Student Extracurricular Handbook.

### Disciplinary Actions

There are six levels of disciplinary actions or consequences as outlined below. Details of disciplinary actions are found under the Definitions section.

**Level 1:** Warning, Teacher Consequence, Parent contact, confiscation of item.

**Level 2:** Lunch Detention, Administrative Detention, Loss of privilege, Bus Suspension, Restitution.

**Level 3:** Directed Study, Parent conference, Saturday Detention (1, 2, or 3 hours), Non-curricular exclusion.

**Level 4:** Out-of-school Suspension 1-4 days, Bus Expulsion.

**Level 5:** Out-of-school Suspension 5-10 days.

**Level 6:** Continuing Suspension and Expulsion hearing

Tier 1 (Levels 1-2)	Tier 2 (Levels 2-3)	Tier 3 (Levels 3-5)	Tier 4 (Levels 5-6)
<ul style="list-style-type: none"> <li>• Food/Drink Violation</li> <li>• Electronic Device Violation</li> <li>• Disrespect to staff member, minor</li> <li>• Dress Standards violation minor</li> <li>• Misconduct/ Disruptive Behaviors minor</li> <li>• Attendance, Tardy to school, class cuts</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Integrity, minor</li> <li>• Cyber bullying</li> <li>• Disrespect to staff member, major</li> <li>• Harassment/ Intimidation/ Bullying</li> <li>• Misconduct/disruptive behavior, major</li> <li>• Missing teacher detention</li> <li>• Swearing, major (e.g. vulgarity towards a staff member)</li> <li>• Electronic Device Violation, major</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting, assault or battery</li> <li>• Academic Integrity, major</li> <li>• Electronic tampering, major (e.g. unauthorized use of staff network)</li> <li>• Fighting, battery to a student</li> <li>• Gross disrespect/ disobedience or misconduct</li> <li>• Disrespect to a staff member, major (Premeditated threat to a student or staff member)</li> <li>• Prank/Threats</li> <li>• Theft, Burglary or Robbery</li> <li>• Suspension violation</li> <li>• Drug/Tobacco/Electronic Devices possession</li> <li>• Vandalism/Damage to Property</li> <li>• Being under the influence of any of the substances listed below, other than those prescribed by a licensed practitioner for medical purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting, assault or battery of a school employee/volunteer</li> <li>• False Reports</li> <li>• Gangs/gang activities</li> <li>• Possession, sale and/or use of a Weapon</li> <li>• Using, Possessing, Distributing, Purchasing, or Selling any drug, look-alike, or drug paraphernalia. (See below)</li> <li>• Spontaneous threat to a student</li> <li>• Diversity intolerance</li> <li>• Sexual harassment</li> </ul>

## **DEFINITIONS/EXPECTATIONS**

**Academic Integrity-** Cheating, or any other violation of academic integrity, which is an act of obtaining, attempting to obtain credit or providing unapproved assistance for classroom assignments/tests/projects using methods found to be unacceptable by District #271 standards. Unacceptable methods include but are not limited to the following:

1. Plagiarism, of any kind, including an internet download presented as own work.
2. Crib sheet or device.
3. Falsified documents or signatures.
4. Knowingly receiving or giving answers to another student in an exam situation.
5. Theft of another's books or papers to obtain answers.
6. Copying another person's work.
7. Using any means to duplicate or create an image of a test or quiz that would allow that information to be disseminated to others without the consent of the teacher.

**Administrative Detention-** Administrative detentions are issued by the Principal. They are held after school and not to exceed 60 minutes, depending on the circumstances. The Main Office will determine the exact time and location of the detention. Parents/Guardians will be given twenty-four-hour notice so that transportation arrangements can be made. Students will need to bring schoolwork or a book to read. Office staff may issue assignments or other projects if a student does not bring work. A student may also be dismissed for not bringing work which may result in a Saturday School.

### **Attendance/Tardies/Class Cuts-**

1. Tardies- Students who arrive late to school but within the first (10) minutes will be considered tardy. Parents may excuse three (3) tardies per semester through a phone call to the school by the following school day. Students who continue to be tardy to school beyond the (3) will result in an office referral to the Principal. Consequences for tardies are reset at the semester.
2. After (10) minutes the missed time becomes an absence/class cut. The student is to go to the office for an admit slip. Consequences include warning, administrative detention, Saturday school or other actions as needed. Students with excessive tardies or absences may be referred to the Lee/Ogle Regional Office of Education LODIS Truancy Intervention/Prevention Program for assistance.
3. Students will have a limit of three (3) parent phone calls to the office for excused tardies to school a semester after which tardiness will be unexcused leading to disciplinary consequence.
4. Unexcused tardiness to class during the school day – students who are tardy to class and in the building on time in the morning will have the tardy handled by individual teachers. Teachers may assign “teacher assigned consequences” for each tardy. If tardiness continues, the behavior will be classified as a “disruptive behavior” and result in an “administrative discipline referral”.
5. Class Cuts - failure to attend assigned classes (regardless of whether one is present in the school)
  - a. First offense - Saturday School and a parent phone call
  - b. Subsequent Offenses - In School Suspensions

Students who are habitually tardy or arrive more than (10) minutes late to school may be required to have a parent bring the student to school or call the school if the student is going to arrive late in order for the student to be admitted. Habitual tardiness will be considered after three (3) late arrivals to school during a semester year.

**Bus Suspension-** an exclusion from riding a school bus for any length of time not exceeding ten (10) school days.

**Bus Expulsion-** an exclusion from riding a school bus for any length of time exceeding ten (10) school days, imposed only by the Board of Education for safety reasons.

**Certified Person-** any person who is duly certified under the provisions of the Illinois School Code and who is employed by the School District in a position requiring a certificate.

**Detention-** assigned time at lunch, after school or on Saturday morning for 1-3 hours, If a detention is missed you will be assigned a punishment from Tier 2 and make up the detention that was missed.

**Disruptive Behaviors-** any behavior that disrupts the educational environment.

### **Dress Standards:**

*Note: students who violate the dress code standard will be required to remain in the office until parent notification occurs to resolve the issue which includes bringing clothing that will be school appropriate, wear the current clothing appropriately and/or change the identified clothing (may include changing into PE clothes). A future violation during the school year may lead to other disciplinary consequences.*

Students are required to observe the following regulations during the school day and at specified functions (may include presence at extra-curricular events):

1. Outfit length will be fingertip length when the student is standing and arms held to the sides with any openings, also below that level. Tops of outfits must cover the mid-section when arms are raised even with shoulder or when seated. Undergarments may not be visible at any time.
2. Hats/Hoods/Bandannas/Head Cover, halter tops, bare midriffs, chains, spaghetti straps, low cut tops, slippers, and other inappropriate dress which detracts or disturbs the learning environment, will not be permitted. *Students can be restricted from wearing hooded clothing for repeat violations of wearing a hood on their head.*
3. Sunglasses or other non-prescription eyewear may not be worn in the building during the school day.
4. No clothing item or accessories may be worn that advertises beer, liquor, cigarettes, marijuana and other drugs or which is imprinted with words, actions, or other things intended to be or which are, lewd, vulgar, offensive or indecent to the general public.
5. For safety reasons, all coats, jackets, backpacks, purses, and book bags, must not be left in hallways when students enter school and these items must remain in the locker or on their person until the student leaves at the end of the day.

### **Drug/Tobacco/Electronic Devices-**

1. Tobacco/Electronic Tobacco Devices: Smoking, chewing tobacco, or possession of tobacco or tobacco products/electronic versions on school property, lunchtime or at a school activity, vaping, dabbing, or utilizing, possessing, or distributing to another person an intoxicating device
2. Drug/ Drug paraphernalia: Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school-sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.
3. Using, Possessing, Distributing, Purchasing, or Selling of any of the following:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. 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.

- e. Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. 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.
- g. Any substance recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for the use by the student in the manner provided.

**Electronic Device Usage-** Use of Electronic Devices with consent of teacher and parent/guardian. Cell phones are not permitted to be used in the classroom, hallways, lunchroom, or locker rooms. Cell phones are to be turned off (not on vibrate or silent) and out of sight during the school day when the bell rings prior to the first period bell – generally 8:00 a.m.; on transportation provided by the school.

When a student violates this provision:

1. The student will turn off the phone and immediately provide it to the staff member, who will turn it into the office where it will be placed in the safe.
2. The student will retrieve the phone from the office at the end of the school day (3:00).
3. The student will lose phone privileges for the three school days following the confiscation of the phone. The student is responsible for dropping it off (8:00) and retrieving it (3:00) each day. Grades 6-8 students are to leave their cell phones turned off and in their hall lockers from entry into the building until the end of the school day.

**Emergency-** A situation where the student’s presence poses an immediate or a continuing danger to himself, other persons or property, or constitutes an ongoing threat of disrupting the educational process.

**Exclusion-** Any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.

**Expulsion-** An exclusion for a period of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when deemed appropriate.

**False Reports-** Students who engage in false accusations of inappropriate behavior, creating a hostile, intimidating, or offensive learning environment in the building towards a staff member or another student will be subject to disciplinary action to include recommendation for expulsion.

**Fighting-** Students who are involved in fighting will have their parents contacted and will be sent home for the rest of the school day or from the event in which the fighting occurred.

**Food/Drink in School-** These are only permitted through class or school sponsored activities only.

**Gross Disobedience or Misconduct-** specifically includes but is not limited to:

1. Refusal to obey the policies, rules, and regulations of the Board of Education or administrative staff.
2. Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certificated supervisory personnel, bus drivers, or any other district employee.
3. Behavior which interrupts the orderly process of school affairs.
4. Conduct which is or may be physically injurious to persons or property.
5. Truancy - subject to the provisions of Section 26-12 of the Illinois School Code.
6. Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
7. Repeated minor incidents of misbehavior which violate or attempt to violate a Board of Education policy, rule, or regulation.
8. Excessive unexcused absences.
9. Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff, or the school bus driver.



10. Disrespecting/threatening/striking a staff member- any act which can be interpreted as, or results in the disrespect of a teacher or which is designed to or actually does cause a substantial disruption to the educational environment on or off campus. This includes use of an object, physical contact of an aggressive nature, pushing, shoving, etc. Whether threatening or striking a teacher and/or staff member, there may be additional and separate consequences involving law enforcement.

11. Use or aiding in the use of tobacco products.

12. Destruction or damage to school property shall require restitution and/or suspension.

**Harassment/Intimidation/Bullying-** Repeated instances of threatening or detrimental behavior directed toward another student. Examples of prohibited conduct include, but are not limited to, name-calling, using derogatory slurs, pinching, tripping, wearing or possessing items depicting or implying hatred or prejudice of a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. If a teacher witnesses any of the above-mentioned actions he/she should

1. Acknowledge unacceptable behavior to student

2. Issue appropriate classroom or office discipline

See Bullying section below for more information.

**Impounding/seized items** – School personnel may request a student turn-over items that are causing a disruption, may cause a disruption, or are in violation of school rules. Failure to comply will result in the staff member notifying administration upon which the administration will instruct the student to turn over the item. Failure to comply may be considered disruptive behavior or gross misbehavior. Generally, the item will be held in the office until the end of the day for the student to retrieve; however, disciplinary consequences may be assigned. The administration reserves the right to hold impounded items for a parent/legal guardian to retrieve during school hours. Items not retrieved may be discarded by administration when not retrieved after parent/legal guardian notice. Impounded items that may violate the law will be turned over to legal authorities.

**In-School Suspension-** An exclusion from the routine school day, except the student shall remain in school in a restricted or isolated area to be selected by the Superintendent or his designee. Full credit shall be given for the work done in an in-school suspension. An in-school suspension may be imposed in or carried forward to a succeeding school term when appropriate.

**Lunch/Recess Detentions-** Students are segregated from their peers during lunch time, portion of lunch time or recess time. This may be for one day or multiple days. This may be used in lieu-of other disciplinary actions for minor infractions, especially during lunch/recess times at the discretion of the administration.

**Major Electronic Tampering (Tier 3)-** Includes but is not limited to: malicious attempts to undermine the local network or local website, malicious attempts to undermine any external network system or website, unauthorized use of a teacher account, logging in or attempting to log in as a network administrator, unauthorized use of the district student management system, using an email account for illegal, inappropriate, or threatening purposes.

**Minor Electronic/Technology Violation or Tampering (Tier 2)-** Includes but is not limited to: logging in to a district system as another student, accessing an email account without teacher permission, unauthorized installation of third party software to any district system, removal of district software from any system, attempting to bypass the district's internet filter. Students should not be on websites that are not educational and/or approved by the teacher. The second attempt by a student will be considered major electronic tampering.

**Misconduct/Disruptive Behaviors-** Any behavior that disrupts the learning environment in the school. This could include horseplay, rough housing, swearing (minor), and public displays of affection.

**Prank /Threats-** Any mischievous trick or practical joke. Will be considered as disruptive behavior or gross misbehavior. This includes arson or false fire alarm; Bomb-explosion threat, bomb or explosion.

**Premeditated threats-** Are defined as being written down, sent electronically, or occurring more than once over a period of time.

**Removal of Privileges-** Any misbehavior of a student may include the temporary or permanent removal of privileges such as recess time, field trips, ceremonies, lunch with peers, etc.

**Saturday School-** Only an administrator will assign a Saturday School and the time will not exceed 3 hours. Students are to work on his/her homework assignments and/or assignments issued by the

supervisor. Credit is given for schoolwork completed. An attempt to contact the parent using the phone numbers to inform them of the Saturday School and infraction.

**Skipping-** Is defined as intentionally missing one or more class periods but remaining on school grounds.

**Stealing-** Items must be returned in the original state if possible or restitution for the value of the item must be made.

**Suspension-** An exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension may be imposed in or carried forward to a succeeding school term when deemed appropriate.

**Teacher Assigned Consequences-** Staff will assign consequences to classroom managed discipline infractions. These consequences will be part of their classroom management plan. Students are expected to adhere with the consequence, and these may include staying with the classroom teacher before or after school and will not to exceed 60 minutes. Failure to attend, follow proper behavior, or are late may result in an “office referral” or rescheduled at the discretion of the teacher. Issues that continue or are found to be happening in more than one class may result in teachers utilizing administrative office referrals.

**Technology Use Violation-** Using electronic games or other sites that are not approved by the teacher or for academic use during class periods or during the resource period.

**Theft, Burglary, or Robbery-** Including the taking, receiving of or possession of an item(s) that does not belong to that student. Or any Intentional or negligent damage to property.

**Truancy-** Is defined as intentionally missing one or more classes and leaving school grounds or never coming to school at all.

**Unauthorized use of Buildings or Grounds-** During the school day, no student is to be outside of the building without supervision.

**Vandalism/Damage to Property-** Maliciously defacing, graffiti, or destroying school or personal property. (Acts of vandalism may also be turned over to legal authorities regardless if they occur during school hours/year). Being present when vandalism occurs is that same as committing the act. The regulations of our Board of Education are very specific with regard to school property. These regulations state that students are required to pay for all damages which they have done to school property. They may even be suspended from school for willful damage. The District is not responsible for securing restitution for damages done to personal property.

**Weapon-** Possession or use of explosives, knives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings or on grounds at all times. If a student is found to have brought a weapon to school or onto school property and expulsion from school is authorized, the expulsion will be for a period of not less than one year, unless modified by the Superintendent. Students found to be in violation of this policy shall be disciplined by the administration on a case-by-case basis. Disciplinary measures may include counseling, withholding of privileges and/or disciplinary action including up to suspension or expulsion. The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow required State law and Board policy. Weapons may be turned over to legal authorities and criminal action taken against the student.

**Work Detail/Labor-** Students may be assigned to a work detail that does not pose a threat or harm to their safety and may include cleaning, moving items, etc. This type of action would most be related to the misbehavior such as vandalism, creating a mess, etc., failure to comply will be considered insubordination and failure to meet the expectation of the disciplinary consequence.

## **I. 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. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension (Directed Study).
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

### **ACCEPTABLE USE POLICY (AUP)**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may

be monitored or read by school officials.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### Authorization for Electronic Network Access

Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **BICYCLES/SKATEBOARDS**

All students who ride one of these vehicles to school shall follow these rules:

- 1.No bicycle, skateboard, hoverboard, or scooter shall be ridden on the school grounds.
- 2.Bicycles & scooters should be placed in the bicycle rack and locked.
- 3.Roller blades shall not be used on school grounds.

### **BULLYING/CYBER-BULLYING/HARASSMENT**

Administration will determine the difference between bullying, harassment and disagreements or arguments. In many cases the standard for 'bullying' in regard to student conduct may not meet the definition of bullying as the interactions are the result of misunderstanding or disagreements. When students/both parties escalate the negative interactions of disagreement then bullying may not be founded as bullying requires a perpetrator consistently exert power over a victim and that the victim is not able to defend or ward off the aggressor. One time or infrequent negative interactions may not be defined as bullying but rather harassment or disruptive behavior.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental

disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school and is reported to the school.

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

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

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

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

### **Bystander Responses**

For purposes of this Policy, a bystander to bullying is a witness to bullying behavior and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by, looking away and tacitly approving of behavior which puts another's education or safety in jeopardy, or otherwise actively encouraging or abetting the bullying of another person. Any student who is a bystander to any bullying behavior and who fails to take any productive action to discourage the bullying behavior may be subject to appropriate discipline up to and including out of school suspension.

### **Report and Investigation**

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or designee(s) 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 building principal or designee(s). Anonymous reports are also accepted by phone call or in writing; however, in the case of anonymous reports the ability to investigate could be hampered if additional information is needed and may only include a contact with the reported victim and/or parent of the reported victim. Administration and investors are under no requirement to permit a parent or other person to be present when questioning or speaking to a student.

Requirements for an investigation include that the victim identify the perpetrator(s), define the actions that occurred including actions by the victim [(response too/instigation of or retaliation too the situation) (cyber-bullying reports require both sides of the electronic exchanges)], dates or approximate dates of occurrences, locations and other elements needed to determine the best course of action. Time between incidents and reporting diminishes investigations and situations that are included from past, unreported issues, may not be considered in conjunction with a current issue pending the dates of the previous, unreported incidents. When reports are received by persons other than the victim by someone who suspects bullying/cyber-bullying/harassment the victim will need to acknowledge that what occurred was considered bullying/cyber-bullying/harassment.

Regardless of what was said to others by a possible victim or witness(es) (i.e. parents, staff, students, etc.) it will be the statements and information provided to the investigator that will be considered as accurate. False reporting, adding additional information, changing of stories and information diminishes the ability for an investigation to continue and reduces the investigators ability to make a finding that bullying/cyber-bullying or harassment occurred.

The principal or designee(s) responsible for student discipline shall as soon as practicable conduct or cause to be conducted a thorough investigation of the alleged incident, making all reasonable efforts to complete the investigation within 10 school days. Consistent with federal and State laws and rules governing student privacy rights, parents/guardians of primary students involved in the alleged incident of bullying will be informed about the investigation and an opportunity to meet with the building principal or designee(s) to discuss the investigation, findings of the investigation, and the actions taken to address the reported incident of bullying. This may include a discussion of interventions to be taken to address bullying, which may include, but are not limited to school social work services, restorative measures, school psychological services, and community-based services. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the School District's adopted discipline code. The police may be notified of incidents involving bodily harm or property damage.

### **CONSEQUENCES FOR NON-COMPLIANCE WITH DISCIPLINARY ACTIONS**

1. Missed Teacher Consequences: A student who misses a teacher assigned consequence without the approval of the issuing teacher will receive an office referral if a make-up time is not granted. Consequences will include administrative detentions, In-School-Suspensions, or Saturday detentions.
2. Missed Administrative Consequences (Per semester): A student who misses an administrative detention without the Principal approval will receive the following if a make-up time is not granted:
  - a. First Offense - a Saturday School or In-school suspension.
  - b. Subsequent Offenses – Saturday School and removal of school privileges
3. Missed Saturday School (Throughout the school year)
  - a. First Offense - 2 day In School Suspension and Saturday School is reassigned.
  - b. Subsequent Offenses – 3 day In School Suspension and removal of school privileges and extracurricular/school activities participation/presence

4. Students who skip/miss a scheduled disciplinary consequence may not attend/participate in school functions the day of the missed consequence. This includes: practices, events, games, fan/spectator at an event, dances, etc.

### **CORPORAL PUNISHMENT**

There shall be no corporal punishment of students in District schools. 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, and certificated personnel are permitted to use, reasonable force/physical restraint as needed to maintain safety for other students, school personnel or persons, for the purpose of self-defense or the defense of property, or to maintain an orderly school environment if a student refuses to follow directives by staff.

Classroom teachers and other staff members also shall refrain from using disciplinary methods, which may be psychologically damaging to children such as ridicule, excessive display of temper, etc.

### **DANCES**

1. The school sponsors several dances or social events each year. Unless specifically announced, only Paw Paw students may attend these events. All school rules apply during a school sponsored dance.
2. Dress/Attire Requirements (specifically see **Student Dress** for guideline regarding garments/clothing)
  - a. Each dance will have a minimum dress requirement.
5. Paw Paw School will not be responsible for any loss incurred by the student because they were unable to attend or denied entry due to non-compliance with school rules.

### **DANGEROUS WEAPONS**

Possession or use of explosives, knives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings or on grounds at all times. If a student is found to have brought a weapon to school or onto school property and expulsion from school is authorized, the expulsion will be for a period of not less than one year, unless modified by the Superintendent. Students found to be in violation of this policy shall be disciplined by the administration on a case-by-case basis. Disciplinary measures may include counseling, withholding of privileges and/or disciplinary action including up to suspension or expulsion. The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow required State law and Board policy. Weapons may be turned over to legal authorities and criminal action taken against the student.

### **8<sup>th</sup> GRADE TRIP (PENDING TRIP APPROVAL EACH YEAR)**

Any 8<sup>th</sup> grade student with more than three (3) days of unexcused absences, more than three (3) days of suspensions, or more than three (3) office referrals for that year will not be permitted to participate on the class trip. Students must also be in attendance at Paw Paw for the full year to be eligible; however, transfer students who enter school after the school year begins will be considered on a case by case basis but may have to pay a portion of the trip costs. Absences the school day after a trip will only be excused with a doctor's note stating the student visited the doctor's office and was too ill to attend school. Students not attending the trip are required to be at school the day(s) of the trip unless a doctor's note is provided that the student was too ill to attend school.

Students also need to meet the extra-curricular academic eligibility minimums outlined for extra-curricular participation. Students are responsible for knowing their grades prior to the trip. Grade checks will occur up to the departure date of the trip.

8<sup>th</sup> Grade – may not have more than one (1) “F” grade in core classes based on the semester average and will be on probation for the trip pending the passing of all classes at the time of the trip. The student needs to have an average of passing a first semester failed class for both semesters if on probation due to a failure(s) from the first (1<sup>st</sup>) semester.

Students in 8<sup>th</sup> grade may attend their trip if they were detained in a previous grade as long as they meet the academic eligibility requirements in addition to the other requirements listed above; however, retention in 8<sup>th</sup> grade will not permit the student to attend the 8<sup>th</sup> grade trip in a subsequent repeat of 8<sup>th</sup> grade.

Additionally, a student may be denied participation if they do not meet minimum volunteer work time specified by the class sponsors.

### **GANG AND GANG-RELATED ACTIVITIES**

The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy. It is the school's responsibility to maintain a safe and disruption-free school environment.

As used herein, the term "gang" shall mean any organization, club or group composed wholly or in part of students, which seek to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is inimical to the public good, or (3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including, without limitation, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

Gangs, gang-related activities and secret societies are not acceptable in the school setting. This Board of Education is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. They also foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to gang or secret society while attending school-sponsored events or during the regular school day.

Unsanctioned activities include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence.
3. Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues.
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature.
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society.
6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang or secret society.
7. Engaging in any activity or omission intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or secret society.
8. Any act or activity which violates any law or any policy of Paw Paw Community Unit School District No. 271 when such act or activity is taken to further the interests of a gang or secret society.

Any violations of gang and/or gang-related activities shall result in a disciplinary consequence of up to recommendation for expulsion and a report filed with legal authorities.



## **GOODNIGHT RULE**

A student/guest will need special permission from the administrator or faculty member supervising the activity/event to leave the event area in order to re-enter. If a student/guest leaves without permission, they will not be readmitted to the activity/event unless accompanied by their parent/guardian who stays with the student for the remainder of the event (supervisors may refuse re-entry even when a parent returns). If admission is charged the parent will be charged admission. If seen back in the activity/event, the student/guest will be required to leave. School disciplinary action may occur. Subsequent presence will be considered trespass and reported to legal authorities.

Event supervisors may ask students to leave an event for inappropriate behavior. In this case the student forfeits the ability to return with a parent and any fees or costs that were charged for admission.

## **PASSES/LEAVING A DESIGNATED AREA**

NO STUDENT is allowed to leave a class or study hall without a pass or teacher permission. These passes should be obtained from the teacher who is giving permission for the student to leave class. The back of the student handbook has passes that will be utilized by the teacher. A teacher may deny a request if the student does have their handbook or has used a teacher determined limit of allowable passes.

## **PERSONAL E-DEVICES - CELL PHONES/TELECOMMUNICATION DEVICES, ETC.**

Cell phones are to be turned off (not on vibrate or silent) and out of sight during the school day when the bell rings prior to the first period bell – generally 8:00 a.m.; on transportation provided by the school.

When a student violates this provision...

1. The student will turn off the phone and immediately provide it to the staff member, who will turn it into the office where it will be placed in the safe.
2. The student will retrieve the phone from the office at the end of the school day (3:00).
3. The student will lose phone privileges for the three school days following the confiscation of the phone. The student is responsible for dropping it off (8:00) and retrieving it (3:00) each day.
4. Grades 6-8 students are to leave their cell phones turned off and in their hall lockers from entry into the building until the end of the school day.

## **SEARCH AND SEIZURE**

In order to maintain order safety 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 the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in their personal effects in these areas.

Administrators 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, cell phones, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

## **Seizure of Property**

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

## **Access to Student Social Media Accounts**

Requests to access student social media accounts falls under the protections of search and seizure. *Illinois Right to Privacy in the School Setting Act*, Public Act (PA) 98-0129 [January 1, 2014] allows public schools to request or require a student to provide his or her password and account information to social networking websites if officials have 'reasonable cause' to believe the student's account contains evidence that the student violated a disciplinary rule or policy. This handbook notice meets the requirement to notify students and parents that Paw Paw CUSD #271 will invoke Public Act 98-0129 requiring students to provide access to their social media/networking accounts when 'reasonable cause' exists as determined by school officials that a student violated a disciplinary rule/policy. Paw Paw CUSD #271 will not require students to turn over their passwords or other account information as a matter of course.

Failure to comply with the request will result in disciplinary action for 'gross misbehavior' and/or a finding that the student violated the school rule/policy being investigated. Disciplinary consequences will range from detention up to and including a recommendation for expulsion.

## **STUDENTS CAPTURING IMAGES/VIDEO/AUDIO DURING SCHOOL HOURS**

Students may not capture images, record video or audio during school hours without the expressed permission of a staff member for educational purposes. The use of unauthorized images, video or audio in any way, to include posting/publishing on social media sites or other means, may be considered harassment or cyberbullying of those persons. This includes staff or student images. Students may not 'secretly' or 'covertly' record staff interactions in the school, on school grounds or school activities at any time. Violations will be considered Gross Misbehavior.

## **SUSPENSIONS & EXPULSIONS**

### **In-School Suspensions**

When a student is assigned an in-school-suspension it will be for a portion of a school day, all school day or for multiple days. Students will be provided work from teachers and in the absence of work the student will be assigned work to complete. The student is segregated from the other students (generally in the office area). If the student opts for school lunch or a lunch from home it will be eaten in the suspension area. Breaks will be provided for the restroom and water fountain. Students who do not follow these guidelines or refuse to work on school/provided work may be assigned an out-of-school suspension with the in-school-suspension being reassigned upon return.

The student will receive full credit for work completed but may have participation grades impacted since they were not in the classroom during the in-school-suspension.

This process may also be used when a student has missing, late, or work that needs to be redone due to a teacher's determination that the student's abilities did not align with the work turned in by that student.

### **Out-of-School Suspensions**

The Superintendent and the Building Principal are authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protections:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.

2. Prior notice and hearing as stated above may not be required and the student 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 necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents or guardian of the student. Such a report shall contain a full statement of the reasons for the suspensions and a notice to the parents or guardian of their right to review. Also, a copy of the notice shall be given to the School Board.
4. Upon request of the parents or guardian, a review hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.
5. Presence on school property during a suspension will be considered trespass with additional disciplinary consequences. Presence at a school activity off school property will result in additional disciplinary action. Out of School Suspension concludes at 7:45 a.m. the next school day following the suspension.

“Due Process” for Out of School Suspension (OSS) of students requires that “the student be given oral or written notice of the charges against him/her and, if he denies them, an explanation of the evidence that authorities have and an opportunity to present his/her side of the story.” Parent presence is not a requirement of Due Process. This must be done prior to suspension unless the student presents “a continuing danger to persons or property as an on-going threat of disrupting the academic process.” If, after hearing the student’s explanation or denial, the decision is to suspend, the procedure outlined in 105 ILCS 5/10-22.6 of the School Code of Illinois will be followed. A student and the student’s parent have the right to review the decision of an administrator to suspend before the Board of Education. A parent desiring to review the decision to suspend shall notify the principal or superintendent of schools of the request for review with the Board of Education. A suspension review shall not serve to hold the suspension in abeyance, and the suspension shall be served unless and until there is a decision by the Board of Education to overturn such suspension, at which point the suspension shall be removed from the child’s record.

In the event a special education student is suspended out of school beyond 10 cumulative days in a school year or expelled from school, the school will initiate a manifestation determination review and appropriate placement determination to determine placement and/or services to be provided.

Anyone receiving an out of school suspension will not be allowed to attend or participate in extracurricular activities during the suspension period.

Students must complete the term of any suspension or expulsion before being admitted into Paw Paw Community School District #271.

**Short Term - Out of School Suspensions (1 through 3 days full school days):**

- For an act of gross disobedience or misconduct after exhaustion of other less exclusionary disciplinary measures and one of the following if the student’s continued presence -
  - Would be a threat to school safety
  - A disruption to other students’ learning opportunities
- School administration will determine what constitutes the meaning of a threat to school safety and disruption to other students’ learning opportunities on a case by case basis
- School administration must make all reasonable efforts to resolve the threat or disruption and to minimize the length of the out of school suspension

**Long Term - Out of School Suspensions (4 through 10 full school days):**

- For an act of gross disobedience or misconduct after exhaustion of other less exclusionary disciplinary measures and one of the following if the student’s continued presence -
  - Would be a threat to school safety

- A substantial disruption to other students' learning opportunities
- School administration will determine what constitutes the meaning of a threat to school safety and disruption to other students' learning opportunities on a case by case basis
- School administration must make all reasonable efforts to resolve the threat or disruption and to minimize the length of the out of school suspension
- The school will provide appropriate and available support services during the suspension from Paw Paw CUSD #271, if any.

### **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.

### **EXPULSION**

The School Board is authorized to expel students guilty of gross disobedience or misconduct for a period not to exceed two (2) calendar years. For an act of gross disobedience or misconduct after exhaustion of other less exclusionary disciplinary measures and the student's continued presence -

- a. Would be a threat to school safety; or
- b. A substantial disruption to other students' learning opportunities.

The student and/or parents or guardian shall be due the following procedural protection:

1. Before any special education student may be expelled, the IEP team must conduct a manifestation determination review (MDR) to assess whether the behavior was either a manifestation of the child's disability or due to the school's failure to implement the student's IEP. Only if the team finds that the behavior was not a manifestation of the child's disability or a result of the school district's failure to implement the IEP may a student with an IEP be expelled from school.
2. Prior to any expulsion from school, the Board shall provide written notice to the parent(s) or guardian(s) of the student of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing. The notice shall set forth the charges against the student, and whether expulsion will be considered.
3. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel at their own expense, present witnesses and other evidence on the student's behalf, and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged.
4. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate discipline to be assigned.
5. The Board must take action on discipline in open session.