

**PRAIRIE GROVE**  
**School District 46**

**Parent-Student Handbook**  
**2023-2024**



August, 2023

Dear Parents and Students,

It is with great pleasure that we welcome everyone to the 2023-2024 school year! All of us here in the “PG” have been diligently preparing for the return of our Panthers, and we are looking forward to another year of excellence. Our dedicated educators have been engaged in professional learning opportunities to keep their teaching skills honed.



This handbook has been created to give you a better feel for our culture and climate as well as rules and expectations at Prairie Grove. We realize that there is a great deal of information included in this handbook, however, we encourage parents and children to sit down together to acquaint one another with the information provided. This handbook is being provided to you in an electronic format. We encourage you to bookmark the handbook so that you can have a convenient reference. This handbook will also be available on our website.

We hope many of your questions will be answered from this informative handbook. However, if there is anything in this handbook that you do not understand, please feel free to contact an administrator or teacher. We look forward to a great year ahead with you and your family!

Best regards,

Ms. Martha Maggiore  
Elementary School Principal

Mrs. Nicole Motl  
Junior High School Principal

Prairie Grove School Staff



## **Board Of Education**

Gwen Bialek  
Stephanie Housh  
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David Costa  
Steve Sebastian - Vice President  
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## **District Administrators**

Superintendent/Business Manager  
Director of Student Services  
Elementary School Principal  
Junior High School Principal  
Elementary Assistant Principal/Technology Director  
Junior High Assistant Principal/Athletic Director  
Student Services Coordinator

Dr. John Bute  
Rachel Keesey  
Martha Maggiore  
Nicole Motl  
Scott Martin  
Colleen Cotton  
Angela Anderson

## **Communication Information**

**School Offices (EL & JH)**  
3223 IL Route 176  
Crystal Lake IL 60014

**District Office**  
3103B Illinois Route 176  
Crystal Lake IL 60012

815-459-3023 (Phone)  
815-459-6967 (Attendance)  
815-356-0519 (Fax)

### **OUR MISSION**

In partnership with parents and the community, the mission of District 46 is to cultivate lifelong learners as they empower themselves to be compassionate and progressive students, citizens and leaders of the world.

**Disclaimer:** From time to time, it may become necessary to introduce additional procedures, rules and/or consequences to address behaviors which occur during the school year. Any changes in rules or consequences will be published in future revisions of this handbook.



## **Section I - General Information**

### **Parent/Guardian/Student Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Parent-Student Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student-Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to open the electronic version of our Parent-Student Handbook will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.



## Attendance

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

Regular attendance is essential for a student to make use of the educational opportunities that school offers. Students are expected to remain in their scheduled classes except to get medication from the health office or in emergencies. In such cases, students must obtain a pass from a staff member. Passes must bear the staff member's signature, the time, and the date. Students who are frequently absent miss social interaction, class instruction and class discussion, even though written work is made up. Regular attendance also develops dependability and responsibility and contributes to academic achievement. Parents of students, or those having legal custody or control of students, have the responsibility for their child's regular school attendance. The school will monitor each student's attendance and will inform parents or guardians of attendance problems. There are many resources and support services available to help students and their parents with attendance problems. Any excessive absence (more than 5% of total number of school days) may be referred to the McHenry County Truancy Office. Please contact the District School Nurse at (815) 459-3023 with attendance concerns.

<u>Elementary School Hours</u>	<u>Junior High School Hours</u>
Bus Dismissal begins: 8:35am	Students enter the building: 7:55 a.m.
Tardy Bell: 8:50am	Classes begin: 8:05 a.m.

### Elementary Lunch / Recess

<u>GRADE LEVEL</u>	<u>LUNCH/RECESS</u>
Kindergarten 1st Grade	12:10-12:30/12:30-1:00
2nd Grade 3rd Grade	1:05-1:25/1:25-1:55
4th	11:47-12:10/12:10-12:40

### Junior High Lunch

<u>GRADE LEVEL</u>	<u>LUNCH</u>
Fifth Grade	11:46 - 12:31
Sixth, Seventh, and Eighth Grade	11:20 - 11:43

**Student Arrival:** Elementary students (K-4) should not arrive at school before 8:30 a.m.

There is no assigned supervision prior to that time. Buses open their doors to release students at 8:35 a.m. Students may not walk to their classrooms or lockers before that time, unless prior arrangements have been made with their teacher. K-4 students will not be allowed to ride the 6th – 8th grade buses.



**Junior High (5-8)** school begins at 8:05 a.m. and students are expected to be in their classes, ready to work, by that time. Students will not be permitted to enter the building before 7:55 a.m. Whether before or after school, students are asked to use sidewalks and use caution in the parking lots to ensure their safety. Any school personnel supervising before or after-school areas have full authority to issue warnings for inappropriate behavior to school Administration.

**Afternoon Dismissal: Elementary 3:25 p.m.** Students must have a “Parent Pickup Pass” issued before 2:45 p.m. any day they do not ride the bus home. Students are only released to designated adults as indicated on the registration form. Identification may be requested.

*If, during the school day, your child’s afternoon transportation needs should change, please contact the office to ensure the message is communicated to the classroom teacher. Your child’s teacher may not receive the message in time if you only email them directly.*

**Junior High – 2:45 p.m.** The Junior High school day ends at 2:45, and all students are expected to be on their assigned bus or attending their respective after school activities. Students will not be permitted to remain in the building after 2:55 p.m. unless supervised by a teacher or other staff member. Students are expected to be picked up from after school activities on time.

**Absences:** Parents are requested to call the ATTENDANCE LINE before 7:30a.m. for JH and before 8:00a.m. for elementary each day their child is absent.

The ELEMENTARY & JUNIOR HIGH ATTENDANCE LINE PHONE NUMBER IS 815-459-6967 and is equipped with 24 –hour voicemail capability. State mandate requires that all public schools attempt to reach parents when children are absent. Therefore, if parents do not call to report an absence, they will be called first at home, then, when necessary, at their place of work. If the parent/guardian cannot be contacted, the student may be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so will result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

In the event of a communicable disease (COVID-19, chicken pox, pink eye, etc.), please call and inform the school office as soon as possible. A student, who is absent from school after 12:00 p.m., is ineligible for any activity on that day or evening. **Students are not allowed to call their parents from their cell phone.** The school nurse must make the determination and will notify parents if the student needs to go home. Students must have a doctor’s note to stay indoors from recess.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student’s parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.



A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

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

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

The Administration reserves the right to determine the validity of any absence. Under certain circumstances, parents or guardians may be asked to present medical documentation of physical or emotional conditions causing a student's absence. A physician's note for all future absences may be required for a given school year depending on the severity of absences. Absences run the risk of being considered unexcused unless there is a physician's note stating there is a chronic condition that would justify such absences beyond the ten-day limit. Absences that exceed three consecutive school days due to illness require a doctor's note in order to return to school and for said absences to be considered excused. If they are not feeling well, but are attending class, they should participate to the extent they are able. The following are guidelines as to when you should keep your child at home or circumstances when your child will be sent home:

#### Elementary Office- 815-459-3023

1. If a student's **temperature** is **100.0** or above **and** there are complaints of nausea, vomiting, diarrhea, persistent cough, fatigue, or lethargy, the student will be sent home.
2. If the temperature is **100.0** or above the student is sent home, the student should be fever free without medication for 24 hours before returning to school.
3. If diarrhea or vomiting does occur at school, the student will be sent home. Students must not have had any episode of vomiting or diarrhea for 24 hours before returning to school.
4. If a student has a suspicious red/swollen throat, then the student will be sent home and should be seen by a doctor. If it is found that the student has Strep Throat; then the student can return to school after taking antibiotics for 24 hours.
5. If a student has any unidentified suspicious rash, reddened area, lesions or eruptions, then the student will be sent home and needs to be seen by a doctor. A note from your doctor needs to be sent to the school, identifying the rash, if it is contagious or non-contagious and if any treatment is necessary.
6. If a student is complaining of itchy eyes, and/or there is a reddened sclera and/or there is crusting, or yellow/green discharge around or coming out of the eye, the student will be sent home and needs to be seen by their doctor. A note from your



doctor needs to be sent to the school, identifying the condition and any treatment necessary. If the student has conjunctivitis, the student can return to school after taking antibiotic drops for 24 hours.

7. If a student has a persistent or continuous loud disruptive cough, the student will be sent home and should be seen by their doctor. A note from the doctor needs to be sent to the school allowing for a return to school.

**Make-up Work:** Students who are absent have the responsibility to see that their work is made up within a reasonable period of time. If a student is absent from school for two consecutive days, parents may request, on the attendance line, that homework be left for pick up in the office at the end of the second school day. Please list the specific dates to be included in the homework request. We will make every effort to have the homework ready to be picked up in the elementary office after 3:00 p.m. (for Junior High) and 3:45 p.m. (for the Elementary) or to be sent home with a designated student. If teachers have provided any individual assignments for students not in attendance, the expectation is that the student will turn them in not later than the day after their return unless otherwise worked out with the teacher. If a student has been absent for only one day, contacting classmates to receive assignments is encouraged. Students and parents are reminded to check the District website as a resource for finding missing assignments, rather than calling the office, especially on the first day of an absence. When returning from an illness-related absence, an appropriate amount of time will be allowed for the student to turn in the missed assignments and will be arranged with the teacher.

**School Activities:** It is in the best interest of a student's health that any student who is out of school due to illness after twelve-noon (12:00 p.m.) will not be allowed to participate in or attend any school activity that same afternoon or evening.

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or attending a military honors funeral to sound TAPS or attend a civic event. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may



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

The school may require documentation explaining the reason for the student's absence.

Students will be required to make up missed class work when they are absent. In addition, students may be asked to attend homework club support to complete any outstanding assignment or assessment. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

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

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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

**Tardy:** Classroom teachers must record and report any student who is not in their assigned seat by **8:50 a.m. in the Elementary** and by **8:05 a.m. in the Junior High** each morning. Please make sure if you are driving your child to school that you arrive by **8:30 a.m. for Elementary** and **7:55 a.m. for Junior High**. Your child will be tardy if you are stuck in traffic or in our parking lot. **We strongly encourage all families to use our bus transportation.** If your child must be late or absent due to a doctor or dental appointment,



you must turn in a written note stating the reason for the tardy/absence from the doctor's office in order for the tardy/absence to be considered excused. Excessive tardies (i.e. more than 3 in a trimester) will be subject to disciplinary measures.

**Family Vacations (Unexcused Absences):** Parents are encouraged to make every effort to plan vacations to coincide with school vacations. Please be reminded that vacations taken during school days are considered unexcused absences. However, if a vacation is planned which will require a student's absence from school; we ask that parents notify the office and their child's teacher(s) well in advance (at least 5 days). Please understand the school will not send work home for the purpose of "keeping up with the class". The student's absence changes the learning environment and deprives him/her of the learning experiences provided in a classroom setting. All class assignments are required to be made up once a student returns from vacation and will be given the same amount of days they missed to make up the assignments. When specified in a student's 504 Plan or IEP, the parent may request homework prior to their leaving for vacation with the expectation that all homework will be turned in on the first day of the child's return. While on vacation, we encourage parents to make their trip as educational as possible. Parents may want to have their child journal their trip, map out the trip, and prepare a budget for the trip, and read, read, read. Assignments may be available on the school website.

### **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. Our Professional Code of Conduct is located in Board Policy 5.120.

#### **Warning Signs of Child Sexual Abuse**

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"



- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

**Warning Signs of Grooming Behaviors:** School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

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

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

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

Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission



- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at [online.rainn.org](https://online.rainn.org)
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

**Sexual Abuse Response and Prevention Resource Guide:** The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](https://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

## Bicycles

Students are not allowed to walk or ride bicycles to or from school.



### **Birthdays – (Non-edible treats, Invitations, etc.)**

Prairie Grove supports student wellness and safety by eliminating edible birthday treats. Non-edible items may be sent in with your child so they can share with their classmates. Edible birthday treats will be sent home if brought to the school. Pencils, erasers, stickers, notepads, books, bookmarks, key chains, magnets, crossword puzzles, and word search books are examples of acceptable non-edible birthday treats. A parent may wish to send in a board game or book for the class in lieu of non-edible treats. Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students who are not listed in the PTO directory.

### **Cold Weather Recess/Snow**

The guidelines for pupils remaining outside are based on the Wind Chill Factor (a combination of wind speed and temperature). In the event the Wind Chill Factor is 10 degrees or less, pupils will remain inside. Generally, with a Wind Chill Factor above 11 degrees, children will go outside. Special circumstances should be reported to the nurse. Parents are to make sure their children are dressed properly for these conditions. When snow has accumulated on the playground, students in K-4 are required to wear boots. Kindergarten and 1<sup>st</sup> graders are required to wear snow pants if they would like to play in the snow areas. All other grades are encouraged to wear snow pants.

### **District Computer Resources**

Prairie Grove CSD46 has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

**Computer Network System Acceptable Use Policy:** The use of the District's computer network system (CNS) 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) cyber bullying awareness. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. All use of electronic networks, including the Internet, shall be consistent with the District's instructional program to promote educational excellence by facilitating resource sharing, innovation, and communication. These standards do not attempt to state all required or prescribed behavior by users. The failure of any user to follow the terms of the *Acceptable Use Policy* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.



**Acceptable Use:** Access to the District's Technology Resources must be for the purposes of education, communication, or research within the student's course of study or the District's curriculum, and be consistent with the educational objectives of the District.

**Privileges:** The use of the District's Technology Resources is a privilege not a right. Use not consistent with these terms and conditions or with any rules established by the District, may result in a cancellation of those privileges. The System Administrator will make all decisions regarding whether or not a user has violated these terms and conditions and may deny, revoke, or suspend access at any time. The decision may be appealed to the District's Discipline Committee.

**Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language.
- Do not reveal the personal address or telephone numbers or contact information of students or colleagues. Recognize that electronic communication is not private.
- Do not use a network in any way that would disrupt its use by others.
- Consider all communications, computer use, and information accessible via a network to be public property.
- Properly shut down computers when you are finished. Do not leave computers on or stay logged in if you are leaving the computer.

**Filtering:** Prairie Grove 46 utilizes various technologies to ensure the safety of students and their data when using district devices and connected to the district data network. Any attempts to circumvent these protections and filters may result in disciplinary measures resulting in the restriction or removal of access to district devices and/or networks.

**Security:** Network security is a high priority. If a student identifies a security problem, she/he must notify the System Administrator or the School Principal. Students shall not demonstrate the problem to other users. Pupils must keep their account and password confidential. Students must not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the system.

**Vandalism:** Vandalism may result in cancellation of privileges, other disciplinary actions and potential legal action. Vandalism includes, but is not limited to, attempting to harm or destroy data/equipment of another user or any aspect of the CNS including the uploading or creation of computer viruses or other malicious software or code.

**Unauthorized Charges:** The District will pay for all costs related to the authorized use of the CNS; however, the District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges, equipment or line costs, and unauthorized purchases of goods or services via the CNS.

**Unacceptable Uses:** The following activities are examples of unacceptable use. They are prohibited and may result in disciplinary action as provided under the District's Code of Conduct, as well as suspension or denial of CNS privileges. Students must not use the system to:



1. Retrieve, view or disseminate obscene, indecent, or vulgar materials, or any material in violation of any federal or state regulation or school policy. This includes, but is not limited to, improper use of copyrighted material and improper use of passwords or access codes.
2. Harass, threaten, intimidate, or demean any person or group of people or send abusive messages to others or swear or use vulgarities or any other inappropriate language.
3. Engage in for-profit commercial activities, including advertising or sales.
4. Disrupt the educational process, or to interfere with the rights of others at any time, either during school days or after school hours.
5. Disrupt information network traffic, or to interfere with network and/or connected systems.
6. Gain access without permission to the files of others, or vandalize another user's data or files.
7. Gain unauthorized access to resources or entities.
8. Invade another person's privacy. This includes, but is not limited to disclosing the full name, home address, phone number, or social media contacts of any other person. To protect their own privacy, users should not use the system to disclose their own names, address, or phone numbers, or social media contacts either.
9. Install, remove or configure software or, install alter or remove hardware in any way.
10. Forge or alter electronic messages, post anonymous messages, or access or vandalize another user's data or files.
11. Send electronic communications relating to or in support of illegal activities. Electronic communication is not private. People who operate the system have access to all messages and will report these messages to the authorities.
12. Alter data (without school authorization).
13. Download, copy, print, or otherwise store or possess any data in violation of these rules or of copyright laws.

**Indemnification:** The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to or arising out of, any breach of these terms and conditions or use not consistent with the terms and conditions.

**Consequences:** If a student engages in any of the unacceptable uses listed above or unacceptable uses which may from time to time be prohibited by the District, the student shall be disciplined in accordance with the District's student conduct expectations and may be subject to the following disciplinary actions, including, but not limited to:

1. Verbal reprimand, notice on file, and parent(s)/guardian(s) notified of the infraction.
2. Suspension of network access, network privileges and/or computer access.
3. Revocation of network access, network privileges and/or computer access.
4. School suspension.
5. Restitution.
6. School expulsion.
7. Referral to legal authorities for prosecution.

**Access to Student Social Networking Passwords & Websites:** School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student



may be required to share the content that is reported in order to allow school officials to make a factual determination.

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

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

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

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

### **Guidelines for Student Distribution of Non-School-Sponsored Publications**

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
  - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint, if one is available.



8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

**Non-School Sponsored Publications Accessed or Distributed On Campus:** Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

**Non-School Sponsored Publications Accessed or Distributed Off-Campus:** A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

### Faith's Law Notifications

#### Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.



## Fees - Waiver of Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extra curricular programs of the school district due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver.

Applications for fee waivers may be obtained from the school office submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The district office may give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The district office will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the superintendent's administrative assistant.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

## Field Trips

Parents are notified of all field trips as to location, time, method of transportation, and any details pertinent to the excursion. A permission slip (either hard copy or electronic survey), signed by the parent or guardian, is necessary for participation on all field trips. Students must take the district provided transportation to and from a school field trip. There is no charge for transportation. Costs associated with a field trip and assigned to a student, if any, should be paid prior to the date of the field trip. If payment of such admission would be considered a hardship for parents, please let the teacher know and other payment arrangements may be made. A limited number of parents may be asked to help chaperone the children of field trips. Parent chaperones may not bring along other children.

**Medications for Field Trips:** Medications on field trips will be handled in one of the two following manners: 1. Parents shall participate in field trips carrying needed medication. 2. Parents or designated adults shall participate and carry medication. Please contact the school nurse if you cannot comply with any of the above.



## Family Educational Rights and Privacy Act (FERPA)

Information on the Family Educational Rights and Privacy Act is written in complete detail in the Prairie Grove School Board Policy Manual. Please contact the District Office for further information.

## Homeless Rights

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. For more information about homeless rights please contact the District homeless liaison.

## Library Procedures

A student's check out privileges may be suspended if they have overdue, lost or damaged materials. Once the matter is resolved, the student may resume normal check out.

There is no daily charge for overdue books. Books are due one week after check out. If a book(s) is/are not returned by the time a student returns to the library for their scheduled visit, they may not check out a new book.

Parents/Guardians are responsible to pay for the replacement of any lost book. The cost of the book will be listed on the overdue notice provided to your child.

## Lice Procedure

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## Lockers/Locks/Book Bags

**Elementary:** Every student is assigned a locker at the beginning of the year. Each student is responsible for keeping his/her locker neat and orderly. Any item left on top of a locker that cannot fit in the locker will be placed in the school lost and found. Book bags should be able to fit in the designated locker space.

**Junior High:** It is the student's responsibility to safeguard his/her combination. If for any reason a student needs to change locks or locker, he/she should notify the office immediately. Students will use only the locker to which they have been assigned. Lockers may not be switched or changed without approval from the office. School personnel will make periodic locker inspections. Lockers are to be kept clean. Students will be responsible for damage. At no time are students allowed to manipulate the locker to prevent the locker from shutting or locking completely. Decorating another student's locker is not allowed unless permission is granted by administration and the decoration supports a school related function or event.



## Lost and Found

The lost and found can be found under the display case in the elementary foyer of the elementary building. Students are encouraged to look through these items. Parents may do the same. Parents are encouraged to label any items that are brought to school to prevent loss and discourage theft. All items not claimed will be intermittently donated to a local charity. *We highly encourage parents to label their child's belongings.*

## Lunch Program and Free and Reduced Lunches

A nutritious hot lunch program is offered to all students in grades K-8. A menu is posted in each classroom and available on our website. Prairie Grove utilizes Skyward for lunch payments. Families are encouraged to maintain a positive balance in their child's lunch account via the Skyward system. Free and reduced priced lunches are available to those who qualify and this does include milk or ala carte. See the District Office for more information. Parents may not join their child for lunch, but you may take your child out for lunch. If your child is allergic to milk, a beverage substitute is available at no extra charge. However, federal law requires that we must have a letter requesting this from your physician on his/her stationery. Because of potential food allergies, sharing of food by children is prohibited. The District will offer Hot Lunch/Nut Free Tables to students as needed. If you have any questions about the school lunch program, please call the Food Service Manager at 815-444-4249.

The consumption of energy drinks is prohibited at lunch. Energy drinks brought from home will be sent home. Due to the health concerns of the impact of these drinks and the potential effect on behavior, these types of drinks are not allowed. Also, it is preferred that only commercially sealed drinks be brought into the school.

## Medications

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

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

**Self-Administration of Medication:** A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed, each year, a School Medication Authorization Form. There is a separate School Medication Authorization Form for the administration of cannabis at school. Both of these forms may be obtained from the district nurse's office. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

**Designated Caregiver Administration of Medical Cannabis:** The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

*Medical cannabis infused product(s)* includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

**Undesignated Medications:** The school may maintain the following undesignated prescription medications for emergency use:

1. Asthma medication;
2. Epinephrine injectors;
3. Opioid antagonists; and
4. Glucagon.

No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

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



## Morning Drop-Off and Pick-up Procedures

**FOR THE SAFETY OF OUR ENTIRE SCHOOL COMMUNITY, IT IS IMPERATIVE THAT EVERYONE USE THE APPROPRIATE DESIGNATED PARKING LOT ENTRANCE AND EXIT AT ALL TIMES.**

**Morning Drop Off:** Parents may drop off their students in the morning as a last alternative to bus transportation. Prairie Grove Elementary and Junior High have very limited parking available. Students will still be considered tardy if their tardiness is caused due to congestion on 176 or in the school parking lot. Parents should drop off their children on the path nearest the elementary office. Parents are asked not to drop off their students where our buses unload (path closest to Route 176). Cars that enter the drop-off zone should let their children off by the sidewalk on the right passenger side. Please do not get out of your car to let your children out. This causes undue congestion in our already limited parking lot. Prairie Grove closes some paths in the parking lot for the safety of all children. Violators will be passed onto the police via license plate number. During morning drop-off, you must exit the parking lot by turning right onto Route 176.

Doors will close at 8:03a.m. (JH) and 8:48a.m. (ELEM). At that time, you will need to park, escort your child into the vestibule, and sign them in.

**Afternoon Pick-Up:** Students are only released to designated adults as indicated on the registration form. Identification may be requested. When picking up your children, please pull on the path nearest the elementary office. During afternoon pick-up, you must exit the parking lot by turning right on Route 176.

Elementary students must have a "Parent Pickup Pass" issued before 2:45 p.m. any day they do not ride the bus home. A written note is required in order to issue a parent pickup pass.

## Parent-Teacher Conferences

A designated date will be reserved in the district calendar for parent-teacher conferences. Conferences at other times during the year may be scheduled upon mutual agreement of teachers and parents. Parents and teachers are encouraged to make arrangements for a conference as needs arise. Parents who wish to arrange a conference are asked to call the child's teacher to make the necessary arrangements.

## Parent Teacher Organization - PTO

The Prairie Grove PTO is dedicated to the enrichment of the children's educational experience. As a group, the PTO provides productive ways for parents to be involved in their children's school, which helps create an environment in which children will thrive. Through fundraising efforts, the PTO sponsors special projects and additional programs for Prairie Grove students, teachers, and families. Teachers and parents of Prairie Grove students are automatically PTO members. The PTO meets in the District Learning Center and has their meeting dates posted on the PTO link of the school website. The success of the PTO events and services depend on the collaboration of parent volunteers, teachers, and administrators.

## Prevention of Anaphylaxis

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



## Required Health Exams and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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

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

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

**Dental Examination:** All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to restrict online access to the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

**Exemptions:** Health examination or immunization requirements on medical grounds if a physician provides written verification. *NOTE: On August 3, 2015, Public Act 099-0249 was enacted that changes the process for parents or legal guardians seeking a religious exemption to any required immunizations or examinations for their children. The law requires that parents or legal guardians who object on religious grounds complete a Certificate of Religious Exemption, which must also be signed by the physician, advanced practice nurse or physician assistant responsible for performing the student examination. The healthcare provider signature on this form attests to informing the parent or legal guardian of the benefits of immunization and the health risks of not vaccinating the student. The certificate also requires the parent or guardian signature to attest to understanding that their child may be excluded from school in the case of a vaccine-preventable disease outbreak or exposure.*



Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the Administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation/fire drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting and a minimum of one (1) bus evacuation drill each school year. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill; all other drills may not be announced to the students. There may be other drills at the direction of the Administration.

### **School Closing Notification**

In the event that the school must be closed due to inclement weather conditions or for any other reasons, our school's website will post our closings – [www.dist46.org](http://www.dist46.org) - and a message will be sent to you through voicemail, email, SMS, and/or District social media accounts.

The District uses its Mobile App for the delivery of a single, clear message with school information, using a variety of communication devices – phone, text (SMS), email, & social media. Please download the mobile app (see Apple App Store or Google Play Store today and search for "Prairie Grove"). The system uses the information listed in the Parent Information section of the Registration Form. During the Registration Process Parents/Guardians should update their contact information to ensure that we have the most current information in the event of an emergency. If changes need to be made during the school year, please contact the District office to request an update.

### **School Operations During a Pandemic or Other Health Emergency**

Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Board of Education, Governor, Illinois Department of Public Health, local health department, and/or emergency management agencies.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.



3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **Sexual Predator Notification Law**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason including the three reasons above – he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.



State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <https://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <https://www.isp.state.il.us/cmvo/>.

## Snacks

To promote student, staff and community wellness, healthy food options are required at snack time, and if desired at lunchtime. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below:

- Applesauce
- Raw vegetable sticks/slices
- Fresh fruit wedges-cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit- nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc. Whole grain cereal
- 100% fruit or vegetable juice
- Dried fruits - raisins, cranberries, apples, apricots
- Lean meats and cheese
- Pretzels (Rold Gold)
- Popcorn
- Crackers (Animal, Graham, Teddy Graham's, Goldfish, Triscuits, Townhouse, Cheez-Its, Cheese Nips, Better Cheddars, Wheatables, Air Crisps, Munch'ems)
- Rice Cakes
- Kellogg's Fruit Snacks or Fruit Leathers
- Yogo's
- Baked chips
- Mini bagels
- Whole grain muffin
- Nutrigrain cereal bars
- Fig Newtons
- Bread sticks
- Milk and milk products (string cheese, single-serving cottage cheese, cheese cubes, yogurt)

*NOTE: This list is the only approved snack list at this time. Items on this list may vary in sugar, fat, and calorie content from brand to brand. However, all items listed are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.*

**Snacks for Holiday Parties:** Snacks for elementary holiday parties (Halloween, Winter, & Valentine's Day) will be bought through the School District's food service and will be arranged for by the PTO.

## Student Records

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



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

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



- c. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of students records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to: name, address, gender, grade level, birth date and place, parent/guardians names, addresses, electronic mail addresses, and telephone numbers, photographs, videos, or digital images, used for information or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications such as yearbooks, newspapers, or sporting or fine arts programs, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, period of attendance in school.
6. **The right contained in this statement:** No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington DC 20202-4605

### Students with Diabetes

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

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan
4. Grant consent for and authorized designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

### Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of



1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district may also be able to appropriately meet a student's needs through other means.

### Testing

Students and parents/guardians should be aware that the State and District require students to take certain grade level, district, or standardized tests. Parents/Guardians are encouraged to cooperate in preparing students for these assessments. Parents can assist their students in achieving their best performance by doing the following:

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

Required state and district assessments and dates will be available on the district web site. Please add these dates to your calendar in the beginning of the year to ensure that vacations or big events are not scheduled at these times.

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

### Threat Assessment

Illinois House Bill 1561 (HB 1561) amends the School Safety Drill Act and requires all school districts to develop threat assessment protocols and to create threat assessment teams to include specified personnel and other members. Further, it provides that a threat assessment protocol adopted by the school district shall be a public document and be posted on the school district's website. The Act also provides that a school district may share information concerning a clear and present danger with another school district and creates a conforming exemption in the Illinois School Student Records Act. Creates exemptions for the work of the threat assessment team in the Open Meetings Act and the Freedom of Information Act. HB 1561 was approved by Governor Pritzker on August 26, 2019 to become Public Act 101-0455.

### Transferring to Another School

Parents are required to come to the school to sign a "Release of Records" form when their child or children will be leaving the school district. All books, including library books, must be returned on the last day. Payments for lost or damaged books are to be paid.



## Valuables/Electronics/Cell Phones

Students are not to bring valuable items such as large amounts of cash, trading cards and electronics to school. The school cannot be responsible for loss or theft of these valuables. All personal items should be locked in hallway lockers.

The following are district expectations related to personal electronics, including cell phones and mobile devices, including smart watches and bluetooth headphones:

- Cell phones, mobile devices, including smart watches, and bluetooth headphones, shall be turned OFF when entering the school campus.
- Cell phones and other electronic devices, including bluetooth headphones, should be stored in the students' locker. Please note that only middle school lockers have combination locks.
- D46 is not responsible for lost or stolen personal items, including cell phones. If there is a concern about the device being lost or stolen, the device should be left at home.
- Cell phones, mobile devices, including smart watches, and bluetooth headphones, are not to be used in the classrooms, common areas (hallways, lunchroom) or restrooms.
- Cell phones and mobile devices can be turned on at the end of the school day (after dismissal bell) and should be used primarily to communicate with parents/friends who are assisting with transportation.
- Cell phones and mobile devices may not be used during transition times or between classes.
- If a student needs to make an emergency call during the day, the student should request permission to go to the main office to use a phone designated for students to call home. If parents need to contact their child during the day, they should call the school's main office.

*NOTE: Exceptions will be made for students requiring a cell phone or other electronic device for monitoring of medical conditions, or if this accommodation is listed in a n IEP or 504 plan.*

Consequences for cell phone violations:

1. First offense: A student using a cell phone or electronic device will be asked to surrender the phone/device to a school staff member who will turn it into the main office. The student will be reminded of the D46 cell phone procedure, receive a written warning, and may pick-up the phone/device at the end of the day.
2. Second offense: A parent must pick up the student's cell phone/device from the main office and the students will receive a written warning.
3. Third offense: A student must refrain from bringing the cell phone/device to school or drop the cell phone/device in the main office at the beginning of the school day. The phone/device can be picked up in the main office at the end of the day. The student may receive an additional consequence.

## Visitor Expectations

All visitors, including parents and siblings, are required to enter through the front door of the Elementary Office. Visitors must identify themselves and inform office personnel of their reason for being at school.

Upon entering the elementary office, present your driver's license to the staff and wait for a visitor's badge. All visitors will have their identification scanned through the Raptor system. Any visitor who doesn't provide identification will not be allowed in the building. All visitors' identification will be kept in the front office until the visitor has left the building. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the elementary office and sign out before leaving the school.



If you are coming to the building to drop off an item for your child, please bring the item labeled with your child's name and teacher's name to the office. Our office personnel will deliver the item to your child as quickly as possible at an appropriate time.

Parents who need to pick up their child from school without prior notification should report to the elementary office. The office will call the student to the office from the classroom. As always, please be prepared to show identification and understand that this has become a necessary procedure.

1. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.
2. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.
3. No person on school property or at a school event shall perform any of the following acts:
  - a. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
  - b. Behave in an unsportsmanlike manner or use vulgar or obscene language.
  - c. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
  - d. Damage or threaten to damage another's property.
  - e. Damage or deface school property.
  - f. Violate any Illinois law or municipal, local or county ordinance.
  - g. Smoke or otherwise use tobacco products.
  - h. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
  - i. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
  - j. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
  - k. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
  - l. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
  - m. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 10 miles per hour, or (c) in violation of an authorized district employee's directive.
  - n. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
  - o. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
  - p. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.



## **Section II - Academic Information**

### **Curriculum**

In elementary, the core curriculum emphasizes English language arts (ELA), mathematics, science and social studies. Other areas of the curriculum include STEM, STEAM, physical education, music, and social and emotional learning. In junior high, the core curriculum emphasizes English language arts, literature, mathematics, science, and social studies. Other areas of the curriculum include physical education, health, STEM, digital citizenship, music, Spanish, art, family and consumer sciences, and social and emotional learning.

**Grades/Report Cards:** Kindergarten through eighth grade report cards will be available online three times each year. During each reporting period, parents will be notified of when they can view their child's report card via Skyward. If a parent or guardian does not have access to a computer or the internet, please notify the elementary office and make arrangements for a report card to be sent to you. Report cards are not printed and sent home with the students.

Students in grades Kindergarten through seventh grade will receive progress reports consistent with standards based grading during each reporting period.

Students in eighth grade will receive progress reports consistent with a traditional grading system of which the a trimester grade will be comprised of the following for core academic classes (literature, language arts, science, mathematics, and social studies):

Tests/Quizzes = 45% Tests, 20% Quizzes

In-class work/In-class projects/labs = 35% of the grade

Other areas of curriculum (i.e. STEM, digital citizenship, music, Spanish, STEAM / art, family and consumer science, physical education, and health) may use alternative percentages or categories when computing grades.

### **Grading Scale (Grade 8 only):**

<b><u>Percentage</u></b>	<b><u>Letter Grade</u></b>	<b><u>GPA – Point Equivalent</u></b>
100% -98%	A+	4.33
97%-93%	A	4.00
92%-90%	A-	3.67
89%-87%	B+	3.33
86%-83%	B	3.00
82%-80%	B-	2.67
79%-77%	C+	2.33
76%-73%	C	2.00
72%-70%	C-	1.67
69%-67%	D+	1.33
66%-63%	D	1.00
62%-60%	D-	0.67

**Junior High Assessment Retakes:** If a student earns less than an 80% (eighth grade) on a unit assessment, they may be eligible to retake the assessment. Students who retake the test



will receive the higher of the two test grades, with the maximum grade possible being the 80%. Students in fifth through seventh grades may retake an assessment to further demonstrate their learning towards identified learning standards. In any grade, the student may be required to complete an additional assignment in order to demonstrate he/she has put forth effort to better understand the material.

A Junior High student is only eligible to retake an assessment if all coursework has been completed prior to the unit test. All teachers are directed to publish their coursework deadline for their units on their website or Google classroom, as well as assignments and tests.

**Junior High Honor Roll and Cord Qualification (applies to 8th grade only):** An Honor Roll, which recognizes students who have demonstrated high scholastic achievement, is posted at the end of each grading period. To be on the Honor Roll, a student must have at least a 3.25 grade point average, calculated using all subjects. To be on the High Honor Roll, a student must have at least a 3.75 grade point average, calculated using all subjects. Students selected for Accelerated Literature classes and higher level math courses have their grades weighted differently, which means that students can achieve a GPA higher than 4.00. Students are ineligible for any Honor Roll if they earned an “F” in any subject. Prairie Grove Junior High does not recognize 8<sup>th</sup> grade students as valedictorian or salutatorian. Every reasonable effort will be made to recognize the cumulative academic achievement of all 8<sup>th</sup> grade students. Currently, gold cords are issued at the completion of 8<sup>th</sup> grade to reward students who have cumulatively had a GPA over 3.75 covering the period of 6th grade, 7th grade, and trimester 1 and 2 of 8th grade. Students who have a cumulative GPA over 3.25 (covering the period of 6th grade, 7th grade, and trimester 1 and 2 of 8th grade) receive a white cord. The District may choose to recognize these students in the future through a certificate, pin, or acknowledgment in a booklet.

**Class Assignments:** It is the practice of Prairie Grove School District 46 to encourage the participation of parents in the education of their children. The responsibility for developing an appreciation of the value of education is the joint responsibility of the child, the child’s parent(s), and the educators of the school district. The time requirements and the frequency of classwork and work that is completed at home will vary according to each student’s abilities, grade level, and the subject matter. In order to help students manage their assignments, each student is supplied with a student planner/assignment notebook and are expected to do that following:

1. Make sure assignments are clearly written down and checked daily.
2. Check off assignments as they are completed.
3. Make sure directions are understood before you leave for the day.
4. Discuss work problems you may have with teachers and be organized with assignments and materials.
5. Make sure assignments are completed and turned in on time.
6. Meet with the teacher if there is a problem completing classwork and work that is completed at home.

**Elementary:** All assignments not submitted or not completed will be marked in the grading system as missing. Prior to the middle and end of each trimester, a deadline will be set by which all assignments must be turned in.



**Junior High:** All assignments not submitted or not completed will be marked in the grading system as missing. All late assignments must be submitted prior to the unit test in order to earn credit; a zero may be entered in Skyward (specifically 8th grade). Students may be invited to participate in study sessions or homework club to complete outstanding assignments or assessments.

### Accelerated Placement Program

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and/or grade acceleration. Participation is open to all students who demonstrate high ability, as set forth by the district, and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

### Promotion and Retention

The following guidelines shall be followed in all cases of promotion and retention of students:

1. Promotion to the next grade level will be based upon successful completion of the curriculum.
2. In the decision of the retention of a student, all considerations will be given to what is best for the child.
3. When considering retention, staff members involved in the decision shall make use of any of the following pieces of information: attendance, teacher observation, teacher made tests and other measures of skill and content of mastery, standardized test results and special diagnostic testing, as needed by special services personnel, and input from program coordinators.
4. In retaining or promoting a child, the school will consider not only the child's academic achievement and needs, but also the child's age, and social and emotional maturity.
5. In all instances of retention, the child's parents must have been kept informed throughout the year of the child's lack of progress and their cooperation must have been sought in helping the child to do better work. This practice should be instituted as early in the year as possible.
6. Conferences with the parents of a child considered for retention will be held prior to determination of action taken. Every effort will be made to receive parental agreement prior to retaining; however, the final decision of retention is the responsibility of the school Principal.
7. In all instances of considered retention, the school staff shall utilize the advice and help of the Pupil Personnel Services.
8. It shall be the responsibility of the school Principal to notify the parents by certified letter prior to the end of the school year that the child is to be retained.
9. In the case of a special education student who has an active Individualized Education Program (IEP), the recommendation for retention/promotion will be deferred to the student's IEP team, as retention/promotion is considered as a placement issue.
10. Special accommodations provided for a student through a 504 Plan will be taken into consideration when making a retention decision.
11. Parent notification of the recommendation to retain or accelerate is to be given as early as possible in the school year.

### Multi-Tiered System of Supports (MTSS)

As a means to address the needs of all students academically and behaviorally, and as part of the school's improvement plans and the District's tradition of excellence in education, Prairie Grove School District 46 has implemented a multi-tiered system of supports as mandated by the state. MTSS matches a leveled response of instruction and intervention with the needs of the individual student. A determination of the level of support needed is based on student monitoring and ongoing data collection. More intensive



intervention strategies are provided to students based on their ability to progress in the general education curriculum. Educational teams will meet to review a student's response to intervention and determine supports necessary for the student to continue to progress. Placement into intervention programs may necessitate temporary schedule changes and is done at the discretion of the school. MTSS interventions may target the following areas:

- Reading
- Math
- English Language Learners
- Behavioral, Social, and/or Emotional

### Student Services Programs

The Student Services Department encompasses a variety of specialized programs to support the educational progress of our student population. The programs included in this department are as follows: Remedial Services, Accelerated Placement Program, English Learners, Special Education Services, Nursing Services, Speech and Language Therapy, School Psychology, School Social Work, and Occupational and Physical Therapy. These programs are intended to facilitate the success of all types of learners within the Prairie Grove School Community. The Director of Student Services and Principals supervise these programs. Any of these personnel may be contacted at any time by calling the main school office at 815-459-3023. Services offered by each program may include the following:

#### Remedial Services (District & Grant Supported)

1. Remedial Reading Evaluations and Assessments
2. Remedial Reading Instruction both pull-out and in the classroom
3. Reading Recovery Instruction for designated first grade students
4. Additional reading and/or math support provided in lieu of other classes
5. Consultation with parents and school staff

#### Accelerated Placement Program

1. Evaluation and placement procedures used to identify qualifying students.

#### English Learners

1. Instructional facilitator both pull out and in the classroom
2. Consultation with parents and school staff
3. Translation services as needed for families

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

#### Special Education Services

1. Achievement Testing
2. Learning Improvement Instruction
3. Individual Educational Program development
4. Consultation with parents and school staff

*NOTE: The students of District 46 are served in the "Least Restrictive Environment" in order to achieve their academic goals. Given the individual nature of special education*



services, the educational environment that is deemed as appropriate may be different depending on the needs of the students involved. Prairie Grove's staff within the special education department is referred to as the PPS team. "PPS" are the initials for "Pupil Personnel Service". The team consists of special education teachers, special education teaching assistants, speech pathologists, an occupational therapist, a physical therapist, an inclusion facilitator, a hearing itinerant teacher, a vision itinerant teacher, a social worker, two school psychologists, and the Director of Student Services.

A student's Individual Education Plan determines educational services. Students' Individual Education Plans (IEP) are developed by an educational team which is inclusive of the parents of the student as well as regular and special education teachers, therapists, and any other specialist necessary to develop an appropriate plan for a student. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Draft paperwork for all IEP meetings is provided to parents three days in advance. Draft paperwork will be provided electronically unless parents request a hard copy be sent to them.

Prairie Grove offers students educational services within the regular education classroom, as well as in a special education classroom for pull-out services for specialized instruction or therapy. The Student Services Department oversees the entire identified population in order to ensure that students at Prairie Grove receive the most instructionally appropriate educational programs.

### **Nursing Services**

1. Personal Health Information
2. First Aid
3. Vision and Hearing Screenings

### **Speech and Language Therapy**

1. Articulation and Language Development Screening and Assessment
2. Speech and Language therapy
3. Consultation with parents and school staff

### **School Psychology**

1. Educational Needs Assessment
2. Ability Testing
3. Consultation with parents and school staff
4. Counseling

### **School Social Work**

1. Crisis Counseling
2. Special Group Programs
3. Consultation with parents, school staff and counseling

### **Occupational and Physical Therapy**



1. Occupational therapy services as required by physician prescription and/or IEP
2. Perceptual Skills Testing
3. Motor Skills Testing
4. Consultation with parents and school staff

**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 3-12, (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.

**Home and Hospital Instruction:** The Homebound Instruction Program shall be provided to any child with a health or physical impairment which, in the opinion of a licensed medical examiner, will cause an absence from school for more than two consecutive weeks, and for whom school personnel determine that such a program can be of educational benefit. A parent can request homebound instructional service by asking the school Principal or the Director of Student Services for the required Medical Certification form. When the completed form is returned, a meeting will be held to develop a homebound program.

**Americans with Disabilities Act and Section 504 of the Rehabilitation Act:** District 46 does not discriminate on the basis of handicap with regard to admission or access to programs or treatment and employment in programs. The district intends to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The Building Principals along with the Director of Student Services are the coordinators for ADA and 504 activities. A grievance form to report alleged discrimination is available at the District Administrative Office. District 46 intends that individuals with disabilities be provided an opportunity to attend our meetings and activities. If you want to attend a school-sponsored function and have a disability, which will require special assistance or services, contact the District Office at 815-459-3023 or the building Principal at the school where the meeting is to be held. Please make your notification at least 48 hours in advance so that arrangements can be made to help you attend.

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

### Statement of Nondiscrimination

District 46 complies with all applicable state and federal laws prohibiting discrimination based on race, age, color, sex, religion, national origin, disability or other protected classifications. Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as



homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

### **Compliance with Title IX**

The District 46 Board of Education recognizes the importance of complying with Title IX, the Federal regulation, which prohibits discrimination in the total educational program because of the gender of the student. District 46 will provide equal opportunities to all students regardless of gender differences. The Superintendent shall establish a grievance procedure that shall be followed if a citizen desires to file a grievance claiming such discrimination has occurred. The Superintendent shall appoint a Title IX coordinator to handle such grievances.

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the district office.

### **Complaints About Curriculum, Instructional Materials, and Programs**

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.<sup>1</sup>



## **Section III - Extracurricular Activities**

### ***Extracurricular Activity Code of Conduct***

District 46 has adopted an **ExtraCurricular Activity Code of Conduct**, which applies to all Junior High students who desire to participate in extracurricular activities, including athletics, clubs, and organizations. This Code of Conduct is in addition to the policies, rules, and regulations concerning student behavioral expectations outlined in the student handbook, referenced in school board policy 7.190, and further outlines expectations for extracurricular activities. Participation in such activities is considered a privilege available to qualifying students. Those who choose to participate have a responsibility to favorably represent themselves, the school, and the community. Students participating in such activities are role models for their peers and for younger students. Students are expected to conduct themselves, both in and out of school, in a manner appropriate to their responsibilities as representatives of Prairie Grove Schools. If a student fails to comply with the terms of this Code of Conduct, the privilege to participate in extracurricular activities may be lost in accordance with the terms of this Code of Conduct.

***When This Code of Conduct is in Effect:*** This Code of Conduct will be in effect twenty-four hours per day, seven days per week, twelve months per year, in season and out of season, whether or not school is in session from the beginning of the student's first day of school in junior high.

***Drugs, Alcohol, Tobacco Products, and / or Paraphernalia:*** No member of any **extracurricular activity** will use, attempt to use, solicit, possess, sell, distribute, or assist any other student in obtaining or using any of the following: any form of drugs or steroids, look-alike drugs, drug paraphernalia, alcoholic beverages, tobacco, tobacco related products, electronic cigarettes, or any other substance which when taken into the human body is intended to enhance performance or alter mood or mental state. This includes any misuse of prescription drugs, using another person's prescription, or giving your prescription to someone else. Their usage is not appropriate by any junior high student, at any time, whether on or off of school campus.

***Consequences for violations of Drugs, Alcohol, and/or Tobacco Products or Paraphernalia:*** Consequences listed here are cumulative throughout junior high and shall be enforced upon confirmation of a violation.

***1st Violation:*** A student shall lose eligibility **to participate** for forty (40%) percent of the **total** number of contests (athletics, Scholastic Bowl), performances (Spring Play), events or meetings (Student Council, Teen Leadership, after school clubs/organizations) beginning with the first competition, performance, event or meeting following the notification of the infraction. When calculating the forty (40%) percent, the number of contests, performances, events or meetings will be rounded up to the next whole number.

A student with a *first* violation of this Code of Conduct, may choose to participate in an intervention program that meets the following criteria:

- deals with substance abuse, making choices, or problem solving, or otherwise addresses the problem indicated by the violation;
- program is offered by a licensed agency;
- program is pre-approved by administration;
- meets at least six clock hours; and
- is fully paid for by the student / parents.



Participation may restart for the student after the forty (40%) percent ineligibility is complete or a student has successfully completed their pre-approved intervention program, whichever occurs first. To be considered to have successfully completed an intervention program, the student must obtain, from the agency providing the intervention program, a certification of successful completion.

If a student self-reports a violation of ***Drugs, Alcohol, and/or Tobacco Products or Paraphernalia*** prior to the school discovering the event, the consequences will be reduced by half beginning with the first competition following the self-report of a violation. A student in violation of ***Drugs, Alcohol, and/or Tobacco Products or Paraphernalia***, who does not self-report but admits the violation when asked, will not be considered to have 'self-reported' as outlined above.

If a student's consequence is not completed prior to the end of the season, performances, events or meetings during which it started, then the remaining percentage will be carried over to the next **activity** that the student participates, which may be during the same school year or the subsequent school year.

**2nd Violation:** A student shall lose eligibility from participation for one hundred (100%) percent of ALL contests, performances, events or meetings during one calendar year beginning with the first competition following the notification of the infraction.

**3rd Violation:** A student shall lose eligibility from competition for one hundred (100%) percent of ALL contests, performances, events, or meetings for the remainder of the student's enrollment beginning with the first competition following the notification of the infraction.

Due process procedures are the same for a Code of Conduct violation as they are with any school handbook violation.

**Information Specific to Athletic Participation Conference Affiliation:** We are a member of the Mid-Northern Conference. The rules and regulations of the Mid-Northern Conference and the coaches of the various sports offered by the school and the Illinois Elementary Schools Association (IESA) ([IESA Web Site](#)) govern eligibility of student athletes. Conference sports are generally for students in 7th & 8th grade and include; girls volleyball, coed soccer, coed cheerleading, coed track, girls basketball, and boys basketball. 6th, 7th, and 8th graders may participate in boys basketball, girls basketball, track, and cross-country. All participants in interscholastic sports will display the best in sportsmanship, behavior and appearance at all times, as defined below:

- Live up to the standards of sportsmanship established by the school and coaches.
- Display modesty in victory and graciousness in defeat.
- Avoid excessive celebration after a play or end of a contest.
- Learn and follow the rules of the game and share this knowledge with parents and fans to help them have a better understanding and appreciation of the game.
- Respect your opponents and treat them the way you would wish to be treated, as a guest or friend.
- Respect the integrity and judgment of the game officials and avoid public criticism of game officials.



- Remember there is a difference between gamesmanship and sportsmanship; try not to push the limits of the rules to gain an advantage in competition; refrain from taunting, trash talking or making derogatory remarks to your opponents.
- Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.

**Required Documentation for Participation:** Regulations require that all students have a [physical examination report](#) completed by a physician (licensed in Illinois to practice medicine in all branches), [PG46 Agreement to Participate in Athletics](#), and Concussion Information document allowing them to participate in sports **at the time of tryouts** for the various teams. A team member must also have the following fully executed documents on file with their coach before the athlete's first team practice:

- An emergency form listing emergency contacts and signed by the athlete's parent or guardian (Found at the bottom of the PG46 agreement to participate document).
- A receipt showing the athlete and his/her parents received a copy of the **Code of Conduct** and agreed to abide by its terms and conditions.
- A receipt showing the athlete and his/her parents received a copy of the Dinner Permission slip and agreed to abide by its terms and conditions.

### Academic Eligibility

Prairie Grove Junior High School is a member of the Illinois Elementary School Association (IESA). Eligibility rules for 8th grade students is as follows: If a student receives a failing grade on an eligibility report, that student is ineligible to participate. Therefore, if a student is ineligible with a failing grade on the end of the week eligibility report, that student must remain out of the activity for the **entire** next week (Monday through Saturday). Eligibility rules for 5th through 7th grade students is as follows: If a student has two or more missing assignments on the end of the week eligibility report, that student must remain out of the activity for the entire next week (Monday through Saturday). Grades are entered by the end of the school day on Thursday and eligibility reports are run Friday morning. Therefore, **all work** must be turned in to the appropriate teacher by the end of the school day on Thursday, or, in case of a shortened week, all work needs to be turned into the teacher by the end of the day prior to the last school day of student attendance.

### Absence from School on the Day of the Activity

A student must be in attendance for at least  $\frac{1}{2}$  of the school day in order to participate in extracurricular activities. If a student is not in attendance for at least  $\frac{1}{2}$  of the school day, he/she is ineligible for any athletic or extracurricular activity on that day or evening unless the absence has been approved, in **advance**, by administration. A student who has been suspended from school is also **ineligible for** participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### Student Behavioral Expectations

Student behavior is expected to comply with school-wide expectations. Consequences for violations or evidence of misconduct varies based on the type of misconduct. In the event an after-school detention is assigned as a consequence, whether by a teacher or by administration, said student will be required to first serve the after-school detention. Then the student *may* join a **HOME** activity in progress. If the activity is **AWAY**, the student will serve the detention and **NOT** be able to join the activity in progress. Students will not be excused from a detention due to an activity. Students who receive multiple detentions run the risk of losing eligibility for a greater length of time than the detention. Students who receive a suspension will not be allowed to participate in extracurricular activities during the length of the



suspension. Students who receive a bus suspension will not be allowed to ride the bus to events during the length of the suspension. School administration, and the activity's coach or sponsor, reserve the right to determine a student's continued participation in an activity based on student behavior.

### Travel

Students are required to ride school provided transportation to and from any *away* activities/events. Students may be released to their parent/guardian or with written notice from a parent/guardian to ride home with another adult. Proper documentation (signature) is required prior to the student leaving any school related activity that is off site.

### Activity Schedule

An activity schedule shall be provided at the onset of the student's participation. Student Athletes practice times are set by the coach, and are based on space and scheduling. Practices are closed session(s) and not open to the public for liability purposes.

### Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

### Student Injury

No athlete shall be permitted to participate in a practice or athletic event if the nature or extent of any injury to the athlete dictates that the athlete should be withheld. When doubt exists as to the ability of the athlete to practice or compete, written permission may be required from a doctor. **If a student is excused from physical education for injury or illness, they are not allowed to participate in practices or games.**

Injuries are a possibility in any athletic activity, and there are risks in athletic participation. The Board of Education does not assume responsibility for injuries sustained in practice or games. The student athlete shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by athletic competition, to the coach of the sport in which the athlete is competing.

### Return of Equipment

Each athlete issued athletic uniform/equipment shall return the uniform/equipment in the condition in which it was received. Normal wear and tear is expected. The uniform/equipment must be turned in to the athletic department within one week of the end of the athletic season or a longer time period established by the coach. If the athlete would end his/her participation before the end of the season, he/she will have one week to turn in the uniform/equipment. If the athlete fails to return equipment as required, or returns it in a damaged condition, the athlete will be charged for replacement or repair. An athlete who fails to return equipment and/or does not pay for replacement may be kept from further participation in athletics.

### Sportsmanship

It is the obligation of the activity sponsor(s), participants, and parents to observe the ethics of competition. Good sportsmanship is defined as qualities of behavior that are characterized by courtesy and genuine concern for others. The display of good sportsmanship is a statement of the individual's understanding and commitment to fair play, ethical behavior and integrity.

### Exemption from Physical Education Requirement

Students may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request.



Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.



## Section IV - Student Behavior Expectations

We incorporate Positive Behavioral Interventions and Supports (PBIS) through **R.O.A.R.** whenever possible to further the success of our students. **R.O.A.R.** stands for:

R = Respect	O = Ownership	A = Attitude	R = Responsibility
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**R.O.A.R.**, and its accompanying pledge, are displayed in each classroom. We make it a priority to identify students that exhibit these tenants. The **R.O.A.R.** expectations are:

ELEMENTARY P.B.I.S. ROAR MATRIX								
	Classroom	Cafeteria	Bus	Hallways	Field Trips/ Assemblies	Playground	Emergency Situation	Restroom
RESPECT	Use appropriate language. Accepts other's right to learn. Recognizes everyone's space and property. Stay aware of your surroundings.	Use appropriate language. Use a reasonable volume when speaking. Honor other students' space.	Use appropriate language. Do not touch others' belongings.	Use appropriate language. Be considerate of other students' property. Respect that other children are learning and pass quietly. Keep your hands to yourself.	Be a good listener. Be polite and respectful.	Always exhibit good sportsmanship. Be patient and take turns.	Be an active listener. Stay with your group. Remain quiet.	Allow for individual privacy. Clean up after yourself. Take turns in line. Wash hands. Take care of your needs and return to class quickly.
OWNERSHIP	Ask for help when needed. Clean up after yourself. Admit when you are wrong. Offer help when asked. Take pride in all your work. Do your own work.	Clean up after yourself. Manage individual behaviors.	Take care of your belongings. Keep the bus clean.	Pick after yourself. Pick up stray papers/trash. Keep the locker neat, clean and closed.	Represent our school with pride. Bring your PG manners with you.	Take care of the grounds and equipment. Keep food and drink inside.	Be aware of surroundings. Report unusual observations to the nearest staff.	Clean up after yourself.
ATTITUDE	Put forth your best effort. Be honest, positive, and cooperative. Participate in class. Use good manners.	Include everyone. Be considerate of the lunch supervisors.	Be courteous to the driver. Be courteous to all those riding the bus.	Be patient and kind to others.	Show appropriate appreciation. Set a good example.	Play fairly. Include everyone.	Remain calm and quiet. Take the situation seriously.	Take turns in line.
RESPONSIBILITY	Be prepared. Complete all assignments. Take important papers home. Dress appropriately. Be kind in words and actions. Use equipment responsibly and appropriately.	Eat your own food. Raise your hand for help. Keep hands and feet to yourself. Respect other's space.	Listen to and obey the driver. Follow bus rules at all times, even when the bus is stopped. Use indoor voices.	Quiet zone. Keep your hands to yourself. Walk to the right in the hallway. Use good manners.	Sit still. Keep your own space. Follow directions. Stay with the class.	Dress for the weather. Use equipment properly. Play safely. Listen to the supervisors.	Know where you need to be. Follow all directions and procedures. Help others when necessary.	Wash hands. Take care of your needs and return to class quickly. Take turns.



JH P.B.I.S. ROAR MATRIX								
	Classroom	Cafeteria	Bus	Hallways	Field Trips/ Assemblies	Extra- Curricular	Emergency Situation	Restroom/ Locker Room
RESPECT	User appropriate language and tone. Be an active listener. Be aware of everyone's space, property, and surroundings. Accept individual differences.	Use appropriate language and tone. Use a reasonable voice. Be aware of everyone's space, property, and your surroundings. Wait until tables have been called.	Use appropriate language and tone. Be an active listener. Keep your hands to yourself.	Use appropriate language and tone. Be aware of everyone's space, property, and surroundings.	Use appropriate language and tone. Be an active listener. Positively represent PGJH. Follow all school rules.	Use appropriate language and tone. Be an active listener. Make positive contributions both at home and away.	Be an active listener. Stay with your group. Remain quiet.	Use appropriate language and tone. Allow for individual privacy. Respect school facilities and property.
OWNERSHIP	Clean up after yourself. Ask for help when needed. Admit when you are wrong. Offer help when asked. Take pride in all work. Do your own work.	Clean up after yourself. Use your own lunch ticket or bring lunch or money. Pay back your friends when they let you borrow money.	Clean up after yourself. Take care of your belongings. No talking at railroad crossings. No food or drinks on the bus.	Clean up after yourself. Pick up stray papers/trash. Keep lockers neat, clean, and closed.	Represent your school with pride and good manners. Clean up after yourself.	Clean up after yourself. Admit when you are wrong. Show proper sportsmanship. Use equipment, uniforms, costumes, props, etc. appropriately.	Be aware of surroundings. Report unusual observations to nearest staff.	Clean up after yourself. Notify adults of any problems. No loitering. Use locks and lockers in P.E. and extra curriculars. Wash your hands.
ATTITUDE	Put forth your best effort. Participate in class. Use good manners. Be positive.	Show a positive attitude with all members in the lunchroom. Be considerate of cafeteria staff.	Be polite to the driver. Be courteous to all those riding the bus.	Acknowledge adults. Let others get to their lockers.	Be open to new ideas. Set a good example. Positively represent Prairie Grove	Practice good sportsmanship. Positively represent Prairie Grove.	Remain calm and quiet. Take the situation seriously.	Maintain appropriate behavior. Be polite to others.
RESPONSIBILITY	Be prepared. Complete all assignments by the due date. Think before you speak. Accept feedback so that you may improve. Take important papers home.	Choose a seat and stay in it. Eat your own food and do not touch others' food. Raise your hand for permission to get up. Keep hands and feet to yourself. Keep your space clean.	Choose a seat and stay in it. Listen to and obey driver. Follow bus rules at all times - even at bus stops. Use indoor voices	Walk on the right side of the hallway. Keep hands and feet to yourself. Use indoor voices. Keep your lockers closed with all materials inside.	Follow directions. Stay with your group. Keep hands and feet to yourself. Follow all school rules -- even when off school property.	Arrange transportation in advance. Know where you need to be and be there. Follow all directions and procedures. Be a positive role model.	Remain silent. Follow all directions and procedures. Know where you need to be and be there. Walk.	Use restrooms during passing periods. Follow classroom procedures for sign in/out. Flush. Wash hands. Come straight back to class.



Every staff member strives to create a climate that will foster learning, develop self-discipline, and encourage each student to develop **R.O.A.R.** principles. All staff are trained to review and model behavior expectations that are identified on the **R.O.A.R.** matrixes.

### Behavior and Consequences

We believe that all students should be able to maintain the described behavioral expectations. However, if a situation presents itself where a student has not exhibited the R.O.A.R. tenants, school officials may impose disciplinary measures. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Verbal warning (this may include a written referral for documentation)
- Notifying parents/guardians
- Lunch detention (students will eat lunch, but may be located in a different room. Students will not lose any unstructured free play).
- After school detention
- Disciplinary conference
- Withholding of privileges
- Temporary removal from the classroom
- Return of property or restitution for lost, stolen, or damaged property
- In-school intervention.
- Seizure of contraband, confiscation and temporary retention of the personal property that was used to violate school rules
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
- Suspension of bus riding privileges
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed - an expelled student is prohibited from being on school grounds
- Transfer to an alternative program if the students is expelled or otherwise qualifies for the transfer under State law
- Notifying juvenile authorities or other law enforcement whenever the conduct involves 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
- After-school study or Saturday study, provided the student’s parent(s)/guardian(s) have been notified - if transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used
- Community service.

### Prohibited Student Conduct (Board Policy 7:190)

School Board policy lists behaviors, which are inappropriate in the classroom, in the hallways, on school buses, or on school property either during regular school hours or at any school-related activity. Conduct Rules apply during the implementation of a blending learning model or remote learning model. A full list of the prohibited conduct can be found in School Board Policy 7:190 which can be found in its entirety [here](#). A few examples are listed below:

- Using, possessing, distributing, purchasing, or selling tobacco materials or vaping materials



- Using, possessing, distributing, purchasing, or selling any illegal drug, controlled substance, or cannabis
- Using, possessing, distributing, purchasing, or selling alcoholic beverages
- Bullying, hazing, threatening, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior
- Creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting”

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Building Principal shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

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

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

**Re-Engagement of Students Returning from Suspension or Expulsion:** 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.

### **Search and Seizure (Board Policy 7:140)**

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



School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effect left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specialty trained dogs.

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

When feasible, the search should be conducted as follows:

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

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

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

### **Questioning a Students Suspected of Engaging in Criminal Activity**

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



## Prevention of and Response to Bullying, Intimidation, and Harassment (Board Policy 7:180)

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

Bullying on the basis of actual or perceived race, color, immigration status, 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, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or 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. Cyberbullying 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.

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



Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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 any staff member. Anonymous reports are also accepted by phone call, in writing, or on the District's bully report link found on the homepage of the District web page.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

### **Harassment & Teen Dating Violence Prohibited (Board Policy 7:185)**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>[1]</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

**Teen Dating Violence Prohibited:** Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical,



mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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

### **Suicide and Depression Awareness and Prevention (Board Policy 7:290)**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **Transportation/Bus Expectations (Board Policy 7:220)**

All students are encouraged to take the school's transportation to and from school. We cannot accommodate requests for a student to ride home with another student regardless of reason.

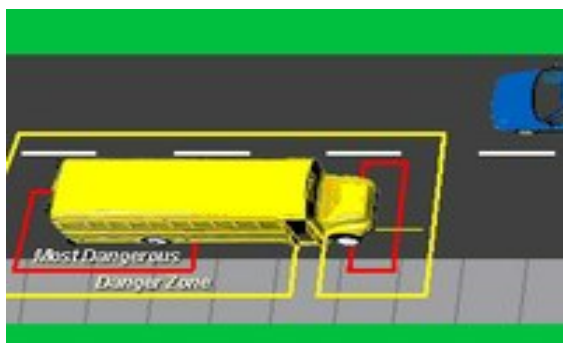
Video cameras, with audio, are active on all buses. Students are expected to follow all school expectations while on the bus. Students that do not exhibit **R.O.A.R.** tenants on a school bus may be subject to consequences from school officials.

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

During the first week of school, all students are informed and reminded of the bus rules by their teacher and the bus drivers. These Bus safety reminders should be reviewed by parents with students that utilize school bus service:

1. Ride only on the bus to which they are assigned, unless permission is obtained from Administration
2. Be at their assigned bus pick-up point at least 5 minutes before the bus arrives
3. Stand in a safe area off the road while waiting for the bus and wait for the driver to signal before boarding the bus
4. Stay seated at all times unless directed by school personnel
5. Throwing items out of the bus windows is dangerous
6. Students shall be absolutely quiet when approaching and crossing a railroad crossing
7. Food and beverages are not allowed to be consumed
8. Aisles should be kept clear of books, packages, coats, and all other objects





Bus safety is very important. Consequences for not following bus expectations are the same as consequences outlined above

### Misconduct by Students with Disabilities (Board Policy 7:230)

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### Dress Code

Students are expected to wear clothing that does not disrupt the school environment. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

The following are examples of appropriate and inappropriate student dress.

- Student dress and accessories may advertise, promote, or encourage P.B.I.S., R.O.A.R. or other Prairie Grove school spirit
- Student dress and accessories may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, weapons, or other inappropriate images
- Hats, coats, bandannas, hoods, sweatbands, and sunglasses may not be worn in the building during the school day - except when a component of a school pride week
- Clothing or accessories that may be a safety issue should not be worn at school
- Footwear must be worn at all times - flip-flops are allowed, but may not be worn during physical education class
- Students should dress to cover all skin from the top of their shoulder through mid thigh
- If there is any doubt about dress and appearance, the building Principal will make the final decision
- Students whose dress causes a substantial disruption to the orderly process of school functions or endangers the health or safety of the student, other students, or staff may be asked to change or remove the particular item, turn the item inside out, or be asked to contact parents for a change of clothes



Please note: a student that repeatedly wears inappropriate clothing may be subject to additional school behavioral consequences.

### **School Dances/Activities**

Attendance at a school-sponsored dance/activity is a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's behavior expectations and dress code are in effect during school-sponsored dances/activities.

### **Security Cameras**

A video and/or audio monitoring system may be in use on school property in public areas of the buildings. These systems have been put in place to protect students, staff, visitors, and school property. If a student behavioral expectation issue is captured on a security camera, that recording may be used as the basis for a student consequence. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel. Parents and/or students may not privy to viewing or listening to video or audio recordings if other students are also on the recording.

### **Required Notices**

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



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